

Maria E. Ramirez

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Education & Certifications

Trinity Christian College, Palos Heights, IL
Bachelor of Arts in Special Education

Anticipated December 2023

Professional Licenses

Learning Behavior Specialist 1

Anticipated December 2023

Relevant Experience

Southside Occupational Academy - Chicago, Illinois

August 2017 to Present

Bilingual School Clerk

- Executed a variety of original correspondence, memorandums, and reports as directed by the school Principal
- Coordinated substitute coverage with school personnel
- Processed, prepared, and approved payroll and overtime for school personnel, operated computerized Kronos timekeeper, and opened SPS programs in Oracle
- Collaborated with teachers to process requisitions for the procurement of instructional supplies
- Maintained and monitored the school's internal account ledgers, budget lines, buckets, and positions

Southside Occupational Academy - Chicago, Illinois

October 2015 to August 2017

Special Education Classroom Assistant II

- Delivered instructional assistance to special education students to foster independence
- Worked with individual students or small groups to build up skills and conduct instructional exercises allocated by the teacher
- Modified and adapted classroom activities, assignments, and/or materials under the direction of the classroom teacher to support and reinforce classroom objectives through an IEP
- Collaborated with teachers and other school personnel to assist in evaluating progress and/or implementing IEP goals
- Implemented under the supervision of the SPED teacher, behavioral plans designed by the IEP team for students with behavior disorders or other special conditions to present and/or reinforce learning concepts

Elim Christian School - Crestwood, Illinois

August 2013 to March 2015

Special Education Classroom Assistant

- Worked with individual students or small groups to build up skills and conduct instructional exercises allocated by the teacher
- Adapted instructional materials in accordance with an IEP
- Re-taught instruction and provided reinforcements, including cue, refocus, and redirection
- Modified assignments as directed by the special education teacher
- Created social stories and instructional material using Boardmaker
- Guided student-centered learning activities for a small group of students in math & reading stations
- Evaluated and monitored student's academic progress by taking data to determine IEP status goals

Relevant Skills

Fluent in Spanish (Reading and Writing), Google Tools, SMART BOARD, Boardmaker, IXL, BrainPop, SSM, ASPEN, FOCUS, CPI, CPR, and Dynavox