

## Keyshia Smith

7527 Main Street • Boston, MA 02121(Address optional) • (617) 555-1234 • [ksmith@email.com](mailto:ksmith@email.com)

**Objective:** *Special Education Teacher with 9+ years of experience in teaching diverse student populations seeking a position that will allow me to use my skills to support students with various special education needs and learning styles.*

### EDUCATION

**University Name,**  
*Master of Arts in Elementary Education*

May 2009 (Date Optional)

**University Name**  
*Bachelor of Arts*

May 2005 (Date Optional)

### CERTIFICATION

**Massachusetts Department of Elementary and Secondary Education (DESE) License #**

Professional Educator License *Special Education (K-8)*

Issued: 2010 Valid through 2015

Educator License *Special Education (K-8)*

Pending: (Optional: Test Date),  
subject

### LANGUAGES

Native and fluent in Spanish (read, write and speak)

### PROFESSIONAL EXPERIENCE

**Woodlawn Community School Boston, MA**  
*Special Education Teacher*

September 2015 – Present

- Develop interactive lesson plans to deliver high-quality special education instructions in an emotionally impaired classroom consisting of 20 students
- Work with general education teachers to plan and implement instructions while ensuring 100% compliance with IEP standards
- Manage students' behavior while developing and teaching behavioral strategies to support students' self-control
- Formulate and implement rules for behavior and procedures for maintaining a well-disciplined learning environment
- Assess students' skills to determine their needs and develop effective teaching plans particular to each student's abilities

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### **Local Elementary School, City, MA**

*June 2010 – August 2015*

#### *Special Education Teacher*

- Created individualized education programs for each special education student in an emotional impairment classroom
- Facilitated presentations and recommended readings while providing interventions and methods on behavior management
- Employed diverse techniques to promote active learning such as individualized instruction and problem-solving assignments
- Conducted evaluation of 30+ students' performance, behavior, social development, and physical health on regular basis
- Ensured the delivery of Fountas & Pinnell (F&P) reading level 2 times a year and North West Evaluation Association (NWEA) measure of academic progress 2-3 times a year

### **COMMUNITY SERVICE EXPERIENCES**

Boys and Girls Club, Roxbury MA  
Math Tutor

January 2017 to Present

### **Other Relevant Training and Experience**

Language Immersion Training Program (Madrid, Spain)  
Crisis Management Training

Summer 2011  
Fall 2010

### **References: (3) - Have prepared on a separate sheet**

Name, Profession  
Business affiliation  
Relationship to you  
Phone #  
Email