
Para Educator Resume

Job Objective

To obtain a Para Educator position where my years of experience and training can be used to benefit the company to help it grow and thrive.

Highlights of Qualifications:

- Hands-on experience in coordinating with children and graduates for education programs
 - Thorough knowledge of developing and analysing academic assignments
 - Exceptional knowledge of clerical activities of teachers
 - Ability to ensure compliance to specific procedures for teachers
 - Ability to complete paperwork within required timeframe
 - Solid understanding of providing response to students as per requirement
 - Ability to complete clerical functions for the teachers
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Professional Experience:

Para Educator
Illinois School District U-46, Little Rock, AR
August 2012 – Present

Responsibilities:

- Participated in meetings and in service presentations for various job activities.
- Supervised activities of lead teachers and individuals and provided instructions.
- Monitored student activities and maintained a positive environment at all times.
- Developed and maintained instructional materials as per availability of items.
- Supervised communication of various instructions to staff members.
- Administered tests and provided support to teachers in various classroom activities.

Para Educator
Davenport Community Schools, Little Rock, AR
May 2009 – July 2012

Responsibilities:

- Monitored student activities and provided crisis intervention as per requirement.
 - Supervised student in various environment such as classrooms and playground.
 - Analysed academic and behavioural requirements of individual student.
 - Collected and monitored data collected from students on regular basis.
 - Participated in CRS review meetings and maintained consistency of activities.
 - Provided appropriate response for various incidents and prepared debriefing statements.
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Education:

Bachelor's Degree in Special Education
North Central College, Naperville, IL

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