
SPECIAL EDUCATION ASSISTANT RESUME

Objective:

To obtain the Special Education Assistant position that will expand and develop my skills.

Summary of Skills:

- Excellent ability to work effectively, collaboratively, and positively with students, teaching and non-teaching staff, and parents/guardians.
 - Proven ability to maintain a sense of humor, and use a positive and supportive approach.
 - Excellent ability to plan, gather, and organizes learning materials to be used by students.
 - Ability to perform individual and small group instruction.
 - Ability to use positive reinforcement and appropriate disciplinary techniques.
 - Ability to maintain confidentiality of materials.
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Work Experience:

Special Education Assistant
Minneapolis Public Schools, Joliet, IL
August 2005 to till date

- Established positive relationships; assisted staff in the management of student behavior by applying proactive strategies.
- Ensured safety responsibilities for students in all environments and provided direct instructional support to individual and groups of students.
- Collected data in accordance with student's IEP goals and objectives.
- Followed written and oral instructions; communicated effectively giving clear and concise directions.

Special Education Assistant
San Diego Unified School District, Joliet, IL
May 2000 to July 2005

- Assisted in organizing classroom materials and helped develop related activity and learning centers, including visual aids.
 - Assisted students in adapting assignments either for the classroom and homework
 - Managed to supervise students in the absence of the teacher.
 - Escorted and assisted students at water fountain and bathroom.
 - Ensures safety of students in and outside of the building.
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Education:

Associate Degree in Education
St. Louis University, St. Louis, MO

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