
SPECIAL EDUCATION INSTRUCTIONAL ASSISTANT RESUME

Objective:

To obtain the Special Education Instructional Assistant position and utilize my experience and skills for the successful completion of each job task.

Summary of Skills:

- Profound ability to maintain harmonious working relationships with students, staff and community.
- Exceptional ability to perform simple clerical work.
- Excellent ability to make decisions quickly regarding health and safety of students.
- Willingness to complete appropriate training with ability to pass related proficiency tests.
- Ability to determine if candidate can handle strenuous physical activity.
- Knowledge of positive behavior modification techniques.

Work Experience:

Special Education Instructional Assistant
Denver Public Schools , Goffstown, NH
August 2005 to till date

- Assisted teachers and other professional personnel with instructional, health and behavioral management activities.
- Tutored individual students and small groups of students to reinforce and follow up on learning activities.
- Monitored and assisted students through drills, practice and study trip activities.
- Maintained and monitored the organization and completeness of individual student data binders ensuring appropriate entries.

Special Education Instructional Assistant
Carlsbad Unified School District, Goffstown, NH
May 2000 to July 2005

- Operated a variety of instructional media and equipment
- Maintained and distributed an inventory of textbooks, supplies and equipment.
- Maintained confidential student records and files and, upon request, attended team meetings and parent conferences related to curriculum and student-related concerns.
- Assisted program specialist in determining behavior plan based on recorded Functional Analysis data.

Education:

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

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