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# TEACHER AIDE RESUME

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## Summary:

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An enthusiastic, caring and qualified Teacher's aide who believes that all children should learn in an environment which is stimulating, comforting and appropriate to children's abilities; has experience in dealing with social, emotional psychological problems of students: and assists the teachers in the classroom and plans for the benefit of the students

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## Professional Experience:

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Teacher Aide January 2007 – present  
Civitas Schools, Chicago, IL

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## Responsibilities:

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- Organized field trips and also managed a day camp
  - Responsible for extracurricular tutoring to ensure each student can understand the materials
  - Implemented various ideas to lead the group recreational behavior for the age group of seven to fourteen in this occasion
  - Created a safe, comfortable and fun atmosphere for children from 6 months to 12 years old
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## Job Objective:

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Seeking opportunity as a Teacher Aide for my career development in the field of teaching with reputable school.

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## Summary of Qualifications:

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- Skilled in working with children in a group setting
  - Outstanding knowledge of state and federal special education laws and regulations
  - Thorough knowledge of implementing lessons plans
  - Remarkable ability to communicate clearly and effectively
  - Amazing ability to multi-task with minimal supervision
  - Strong proficiency in MS office tools
  - Excellent communication and organizational skills
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## Work Experience:

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Teacher Aide, August 2005 – Present  
ACLD, North Hinsdale, MT

- Performed routine tasks under the supervision of a certified teaching team.
- Managed to relieve the teacher in time of need and performed routine tasks.
- Participated in selecting, planning, organizing, and evaluating scheduled plans.
- Provided assistance to the teacher by supervising students.
- Ensured to expedite all the routine movement from one activity to another.
- Facilitated a variety of instructional duties, including assisting with physical education, library operations, and academic assessments.

Teacher Aide, May 2000 – July 2005  
Harriet Tubman Charter, North Hinsdale, MT

- Demonstrated knowledge of administering assessment instruments.
  - Monitored scoring and provided interpretations of the results.
  - Coordinated with and worked under the direction of the Principal.
  - Expedited knowledge of data assembling to generate reports and assessments.
  - Maintained behavior and order of the students in the classroom and school.
  - Created conducive atmosphere to direct the activities of the children.
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## Education:

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Bachelor's Degree in Education, Santa Barbara City College, Santa Barbara, CA

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