

## DIRECTOR/PRESCHOOL TEACHER

### Summary

Personable education professional driven to inspire students to achieve personal and academic success.

### Highlights

- Exceptional written and verbal communicator
- Committed to cultivating student leadership
- Innovative thinker
- Natural leader
- Positive and cheerful
- Active listener

### Accomplishments

Designed and implemented new [programs to bring in more families and revenue to my school.](#)

### Experience

08/2008 to Current

Director/Preschool Teacher Company Name i¼ City , State

- Responsibilities to include: Curriculum, Enrichment, Continuing Education, Human Resources, Staff Development, Registrar, and the purchase of all supplies.
- Respond to all inquiries (email, answering machine, in person) in a timely manner.
- Schedule tours upon request.
- Organize the registration process.
- Determine pre-registration date for alumni and returning students.
- Attend job interviews as required for any teacher or assistant teacher positions.
- Arrange for staff substitutes and notify the bookkeeper of staff personal, sick, substitute days, lunch bunch, and staff meetings.
- Distribute staff paychecks.
- Develop and run annual curriculum planning meeting with staff prior to each new school year.
- Responsible for staff development: encourage and motivate staff members to reach personal and school goals.
- Review teacher's curriculum plans on a regular basis.
- Conduct staff observations in conjunction with Hollis Preschool Board.
- Be familiar with the NH Child Care Licensing and Operating Standards to ensure that the school meets the requirements.
- Ensure that the facility maintains safety standards while children are present.
- Oversee, help and mentor the Kindergarten club teachers in all aspects of the position requirements.
- Maintain a positive attitude and act as a team player by supporting new ideas and teaching practices and contributing to the collaborative environment of Hollis Preschool.
- Teach classes in accordance with the curriculum established.
- Work closely with Curriculum Committee.
- Write student evaluations for parent conferences.
- Plan and organize field trips.

09/2006 to 06/2008

Lead Teacher Company Name i¼ City , State

- Responsible for planning, preparing and implementing all aspects of each student's educational goals and objectives according to their IEP.
- Wrote progress reports, maintained documentation and participated in the TEAM meeting process.
- Working alongside therapists and instructional aides as part of a collaborative team.

06/1999 to 08/2006

Kindergarten Teacher Company Name i¼ City , State

- How many people can say that every day they make a difference in the lives of many students, differences that will shape the adults that those kids will become.
- This is a reflection of my career as a Kindergarten Teacher.
- We are giving students their very first experience of school.
- If they enjoy Kindergarten and feel successful and good about themselves, that will progress with them to the next grade levels.
- Helped children develop self-confidence, develop social skills, learn problem solving skills, and to help children feel safe in a friendly, nurturing environment.
- Assisted students with a love for learning and build a spirit of cooperation in the classroom.
- Developed social, emotional, creative, physical and cognitive needs of each individual student.
- Provided each child the opportunity to socialize and learn important skills, such as respect, good citizenship and trustworthiness.
- Helped build self-esteem and stress that every child is a valuable and capable person.
- Develop a unique and personalized curriculum.
- Extensive daily interaction with faculty, staff, parents and students.

01/1999 to 04/1999

Mental Health Counselor Company Name i¼ City , State

- Processed extensive evaluation of patients and their individual needs.

- Conducted individual and group counseling with patients experiencing personal, social, behavioral, or family problems.
- Led in-group discussions.
- Planned and led workshops on educational topics, i.e.: drug and alcohol prevention, anger management, family concerns, dispute resolution, and behavior/motivation concerns.
- Provided encouragement both personally and professionally.
- Followed state-mandated reporting and referral procedures for patients contemplating suicide.
- Participated regularly in family conferences and consulted with family, schools, hospital administrators regarding patient progress.
- Familiarized self with all NH state laws and regulations.

#### Education

May 1999

Bachelor of Arts : Psychology Child Welfare University of West Florida i¼ City , State Psychology Child Welfare

#### Skills

bookkeeper, Child Care, conferences, counseling, documentation, Educator, email, Human Resources, Internet navigation, meetings, mentor, Microsoft Office products, next, Organizational, evaluation of patients, problem solving skills, progress, reporting, safety, Staff Development, Teacher, teaching, team player, Time Management, unique, Workshops