

# SANDRA L. UNKNOWN

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## SUBSTITUTE TEACHER

*"To teach is to inspire a will to learn"*

Hard working and flexible teaching professional committed to providing a solid, well-rounded education for *all* students using "best practices". Talent for presenting engaging lesson plans and activities that promotes independent thought, a questioning attitude, and the desire to continue learning. Proven ability for incorporating complementary activities and educational games to cultivate a fun and active atmosphere. Demonstrated capability for maintaining a well-disciplined and highly productive classroom. Dedicated and supportive teacher with a natural ability to develop strong working relationships with parents, students and the whole school community.

Classroom Management ~ Differentiated Instruction ~ Progress Monitoring ~ Standards-Based Instruction  
Student-Centered Learning ~ Cooperative Learning Groups ~ Student Motivation ~ Technology Integration  
Use of Manipulatives ~ Assessment Tools ~ Whole Group Learning ~ Multiple Intelligences  
Parental Relations ~ Classroom Management ~ Interactive Learning ~ Teaching Strategies

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## EDUCATION & CREDENTIALS

Bachelor of Arts in English as a Foreign Language (1992)  
University of Somewhere, Somewhere, CA

Preliminary Multiple Subject Teaching Credential - General Subjects

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## TEACHING HIGHLIGHTS

ABC SCHOOL DISTRICT - WASHINGTON, DC

9/2005 - Present

### Substitute Teacher (K-12)

Instruct core subjects to all grade levels in various schools located in the ABC School District. Adhere to school standards and teachers' guidelines and expectations. Follow lesson plans and utilize relevant activities and manipulatives to supplement the lessons. Communicate with teachers regarding student progress and disciplinary transgressions. Employ a proactive approach to classroom management; curb negative behavior before it begins.

- Consulted with peers to discipline an uncontrollable student challenged by noncompliant and aggressive behavior; instituted effective behavior modification techniques and reinforced positive behavior to sustain a calm and controlled classroom.
- Created and integrated fun lesson plans at last-minute notice when a teacher suddenly fell ill; successfully picked up where teacher left off, executing a smooth transition.

SELF-EMPLOYED - WASHINGTON, DC

1/2004 - Present

### Private Music Instructor

Work one-on-one with music students of all levels to improve their knowledge of the instrument and increase their exposure to all styles of music. Offer much positive encouragement to raise students' self-confidence and self-esteem, making certain that they do not get frustrated or give up. Develop strong working relationships with all students, ensuring that they feel safe and at ease.

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DEF CENTRAL SCHOOL - WASHINGTON, DC

09/2003 - 6/2004

### Long-Term Substitute Teacher

Assumed role of classroom teacher during a 12-week maternity leave replacement. Taught all subject areas to a diverse group of 5<sup>th</sup> and 6<sup>th</sup> grade students. Developed and implemented exciting lessons, which accommodated multiple intelligences and learning styles. Incorporated hands-on activities to encourage student learning, promote participation, and reduce boredom. Established a well-balanced classroom that supported creativity, real world connections, and socialization. Participated in all staff meetings and workshops.

- Held parent-teacher conferences to keep parents informed of their child's progress, as well as to encourage further participation within the school community.

GHI ELEMENTARY SCHOOL - WASHINGTON, DC

3/2003 - 5/2003

### Student Teacher

Completed practicum requirements in a 5<sup>th</sup> grade classroom with 23 students. Observed classroom teacher and enhanced own teaching techniques and instructional methods. Took over the class and was solely responsible for the instruction of all students. Taught Science, Spelling, Math, Reading, and Homeroom. Provided clear and consistent directions to keep the class focused and on-track. Set precise behavioral guidelines and expectations to maintain a well-disciplined learning environment.

- Administered formal and informal assessment methods, revising lessons and providing individual support as necessary, ensuring that each child was able to grasp the materials.
  - Developed and presented an interesting unit on Insects; utilized a multidisciplinary approach and incorporated experiments and guest speakers to help convey new information.
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## PROFESSIONAL DEVELOPMENT

Classroom Management Strategies ~ Comprehension Strategies  
Introduction to PowerPoint ~ Vocabulary Development  
Making Standards Work ~ Technology Integration ~ Team Building Workshop  
Non-Violent Crisis Intervention Training  
Identification and Reporting of Child Abuse Workshop  
Beginning Teacher Support and Assessment (BTSA)

## PROFESSIONAL AFFILIATIONS

National Education Association ~ Substitute Teachers of Washington

## COMPUTER EXPERTISE

Microsoft Word ~ Excel ~ PowerPoint ~ Access ~ Photoshop ~ Internet ~ Kid Pix