Lisa

 

Work Experience

**TRAFALGAR CHRISTIAN PREPARATORY SCHOOL, ST. ANDREW**

*First Grade Teacher, Aug 2010 – Sep 2015*

Instruct students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations.

Adapt teaching methods and instructional materials to meet students' varying needs and interests.

Establish clear objectives for all lessons, units, and projects and communicate those objectives to students.

Establish and enforce rules for behavior and procedures for maintaining order among the students for whom they are responsible.

Meet with parents and guardians to discuss their children's progress and to determine priorities for their children and their resource needs.

Prepare students for later grades by encouraging them to explore learning opportunities and to persevere with challenging tasks.

Prepare materials and classrooms for class activities.

Observe and evaluate students' performance, behavior, social development, and physical health.

Read books to entire classes or small groups.

Prepare and implement remedial programs for students requiring extra help.

Prepare, administer, and grade tests and assignments to evaluate students' progress.

Provide a variety of materials and resources for children to explore, manipulate, and use, both in learning activities and in imaginative play.

Confer with parents or guardians, teachers, counselors, and administrators to resolve students' behavioral and academic problems.

Plan and conduct activities for a balanced program of instruction, demonstration, and work time that provides students with opportunities to observe, question, and investigate.

Assign and grade class work and homework.

Maintain accurate and complete student records as required by the Ministry of Education policies, and administrative regulations.

Organize and lead activities designed to promote physical, mental, and social development, such as games, arts and crafts, music, and storytelling.

Prepare objectives and outlines for courses of study, following curriculum guidelines.

Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula.

Prepare reports on students and activities as required by administration.

Plan and supervise class projects, field trips, visits by guest speakers or other experiential activities, and guide students in learning from those activities.

Attend professional meetings, educational conferences, and teacher training workshops to maintain and improve professional competence.

Administer standardized ability and achievement tests and interpret results to determine student strengths and areas of need.

Attend staff meetings and serve on committees, as required.

Collaborate with other teachers and administrators in the development, evaluation, and revision of school programs.

Monitor extracurricular activities such as Art club.

Prepare for assigned classes and show written evidence of preparation upon request of immediate supervisors.

**COVENANT CHRISTIAN ACADEMY AND CHILDREN CENTER, ST. ANDREW**

*Teacher, Aug 2004 – Jun 2010*

Instruct students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations.

Adapt teaching methods and instructional materials to meet students' varying needs and interests.

Establish clear objectives for all lessons, units, and projects and communicate those objectives to students.

Establish and enforce rules for behavior and procedures for maintaining order among the students for whom they are responsible.

Meet with parents and guardians to discuss their children's progress and to determine priorities for their children and their resource needs.

Prepare students for later grades by encouraging them to explore learning opportunities and to persevere with challenging tasks.

Observe and evaluate students' performance, behavior, social development, and physical health.

Prepare materials and classrooms for class activities.

Read books to entire classes or small groups.

Prepare and implement remedial programs for students requiring extra help.

Prepare, administer, and grade tests and assignments to evaluate students' progress.

Assign and grade class work and homework.

Confer with parents or guardians, teachers, counselors, and administrators to resolve students' behavioral and academic problems.

Prepare for assigned classes and show written evidence of preparation upon request of immediate supervisors.

Maintain accurate and complete student records as required by Ministry of Education policies, and administrative regulations.

Prepare objectives and outlines for courses of study, following curriculum guidelines.

Confer with other staff members to plan and schedule lessons promoting learning, following approved curricula.

Prepare reports on students and activities as required by administration.

Plan and supervise class projects, field trips, visits by guest speakers or other experiential activities, and guide students in learning from those activities.

Attend professional meetings, educational conferences, and teacher training workshops to maintain and improve professional competence.

Attend staff meetings and serve on committees, as required.

Administer standardized ability and achievement tests and interpret results to determine student strengths and areas of need.

Collaborate with other teachers and administrators in the development, evaluation, and revision of elementary school programs.

Monitor extracurricular activities such as Art clubs.

**PRIORY PREPARATORY SCHOOL, ST. ANDREW**

*Assistant Teacher, Sep 1997 – Jun 2002*

Provide extra assistance to students with special needs, such as non-English-speaking students or those with physical and mental disabilities.

Supervise students in classrooms, halls, cafeterias, school yards, and gymnasiums, or on field trips.

Tutor and assist children individually or in small groups to help them master assignments and to reinforce learning concepts presented by teachers.

Discuss assigned duties with classroom teachers to coordinate instructional efforts.

Observe students' performance, and record relevant data to assess progress.

Present subject matter to students under the direction and guidance of teachers, using lectures, discussions, or supervised role-playing methods.

Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations.

Organize and supervise games and other recreational activities to promote physical, mental, and social development.

Distribute teaching materials such as textbooks, workbooks, papers, and pencils to students.

Organize and label materials and display students' work in a manner appropriate for their eye levels and perceptual skills.

Attend staff meetings and serve on committees, as required.

Distribute tests and homework assignments and collect them when they are completed.

Take class attendance and maintain attendance records.

Participate in teacher-parent conferences regarding students' progress or problems.

Conduct demonstrations to teach such skills as sports, dancing, and handicrafts.

Plan, prepare, and develop various teaching aids such as bibliographies, charts, and graphs.

Requisition and stock teaching materials and supplies.

 **GRACE KENNEDY REMITTANCE SERVICES (WESTERN UNION CALL CENTEr)**

*Customer Service Representative (Part time) October 2002-March 2003*

* Answer customer's queries about their transaction and funds in the Call-Center
* Direct customers to nearest branches, opening time and instruct them as to procedures and policies to complete their transaction successfully.

 **PRIORITY INVESTIGATIVE SERVICES**

 *Background Check Investigator (Part-time) 2002-2004*

* Investigate and check accuracy of information on application forms of prospective employees for financial institutions.

 write reports on prospective employees for employment.

 **ST. ANDREW COLLEGE**

*Part- Time Biology Teacher Jan. – May 2007*

* Instruct students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations.

Adapt teaching methods and instructional materials to meet students' varying needs and interests.

Establish clear objectives for all lessons, units, and projects and communicate those objectives to students.

Establish and enforce rules for behavior and procedures for maintaining order among the students for whom they are responsible.

Prepare students for CSEC Biology examination by encouraging them to explore learning opportunities and to persevere with challenging tasks.

Observe and evaluate students' performance, behavior, social development, and physical health.

Prepare materials and classrooms for class activities.

Prepare, administer, and grade tests and assignments to evaluate students' progress.

Assign and grade class work, lab work and homework.

Maintain accurate and complete student records as required by Ministry of Education policies, and administrative regulations.

Prepare objectives and outlines for courses of study, following CSEC curriculum guidelines.

EDUCATION

**THE QUEEN'S SCHOOL, ST. ANDREW**

*High School Diploma, June 1997*

*Passes in 7 CSEC Examination.*

**NORTHERN CARIBBEAN UNIVERSITY, ST. ANDREW**

*Completed coursework towards BSc. School Counselling with minor in Education, Aug 2006*

**INTERNATIONAL UNIVERSITY OF THE CARIBBEAN, ST. ANDREW**

*B.A in Psychology, Aug 2011*

**CARIBBEAN GRADUATE SCHOOL OF THEOLOGY, ST. ANDREW**

*Holistic Child Development, Apr 2014*

**ADVANCE LEARNING INTERACTIVE SYSTEMS ONLINE, ST. ANDREW**

*Teaching English as a Second Language Candidate, Expected graduation, Sep 2016*

**HEART/NTA, ST. ANDREW**

*Level 1 NCTVET Certification in Early Childhood Development and Care, June 2005*

**MINISTRY OF EDUCATION, ST. ANDREW**

*Health and Family Life Education, June 2007*

**MINISTRY HEALTH & ENVIRONMENT NATIONAL HIV/STI PROGRAM**

 *Certification in Voluntary Counselling and Testing Skills, July 2010*

# Additional Skills

Teaching Art and Craft Teaching Beginner Spanish (3-8 yrs old)Cooking and Baking, Event Planning and Venue Decorating

**Job Seeker First Name / CV No: 1715814**

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