Asma [asma.317598@2freemail.com](mailto:asma.317598@2freemail.com)

PRESCHOOL TEACHER ASSISTANT

Teaching Assistance / Classroom Management / Secretarial Work

* SUMMARY: Dedicated and friendly Teaching Assistant with 4+ years’ experience in helping lead teachers in classroom management and secretarial tasks. Exceptional track record of planning and implementing quality early age curriculum. Known for providing one-on-one behavior support and age appropriate activities to children. Profound ability to maintain assessments, classroom management, parent communication boards and reports in accordance with directives.

SKILLS & COMPETENCIES

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| • Lesson Planning | • Classroom Management | • Curriculum Development |
| • Secretarial Work | • One-on-one support | • Activity Development |
| • Problem-solving | • Parent Communications | • Record Keeping |
| • Child Safety | • Report writing | • Classroom Cleanliness |

SELECTED ACHIEVEMENTS  
• Assisted Lead Teacher with lesson planning and implementation of NIC early age curriculum increasing children’s learning efficiency by 50%  
• Introduced a new educational setting that incorporated individual students’ learning resulting in 90% recognition of diversity  
• Provided age appropriate activities that encouraged exploration and development of social, problem-solving and thinking skills leading to a 80% increase in children participation  
• Maintained and supervised a safe classroom environment leading to a 100% trust of parents  
• Identified potential hazards in the classroom and resolved conflicts by promoting positive behavior at all time.

Education:

BSC Chemistry Biology B.A.M.M Pechs Girls College

Professional experience:

Roots school system 2010

Pakistan, Karachi

• Plan and implement programs that meet physical, emotional, social and education needs of the children  
• Assist lead teacher in developing general learning activities in the classroom  
• Maintain a record of class assessments and activities as well as preparing children’s academic reports for parents  
• Liaise with the staff, parents and professionals  
• Develop children’s social skills within and outside the classroom  
• Identify and monitor the general health and welfare of children

• Marked children’s assessments under the direction of the lead teacher  
• Prepared class lessons and activities in advance  
• Organized weekly and monthly activity schedules and reports  
• Assisted lead teacher in communicating progress and problems with parents  
• provided children with activity equipment and encouraged participation

COMPUTER SKILLS  
• MS Word, Excel and PowerPoint presentation  
• Internet, Email and Social Media