Asma 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