

CLIENT NAME, M.S.

12345 Street Ave. ✦ City, ST 12345
555-555-5555 ✦ name.name@gmail.com

Driven, dynamic educator and program developer with over 10 years of progressive therapeutic experience in various education-focused capacities. Adept at working to help students attain success, both as an independent achiever and cross-collaborative team member. Motivating, hands-on leader who effectively trains and develops high-performance teams. Proven ability to drive effective instructional and behavioral strategies. Recognized for consistently surpassing expectations; adaptable with strong written and oral communications skills, quick learning abilities and an unsurpassed work ethic. Seeking a leadership role in the special education sector that will allow for deliverance of program management skills and coordination of special education efforts. Targeting roles that call upon the administrative and practical experience demonstrated previously as a School Psychologist.

SKILLS & CORE COMPETENCIES

Instructional Strategy | Program Planning & Coordination | Evaluation Design |
Alternative Dispute Resolution | Behavior Analysis | Assessment & Evaluation | Counseling | Learning
Theories | Intervention Response | Observation Strategies | Consultative Services | Coaching Methods
Public Speaking & Presentations Curriculum Development | Lesson Plans | Special Education Law
Interpersonal Communication | Mandarin (Fluent) and Cantonese (Conversational)

CAREER TRACK

City Valley Unified School District Program Specialist, 2014 - Present

2007 - Present

Work in conjunction with school administrators and Teachers to develop and upkeep Special Education instructional programs to ensure alignment with federal and state mandates and students' individualized education plans (IEPs). Develop, implement, deliver and follow up on professional development including in-services; maintains accountability records for each event. Evaluate programmatic and regulatory developments and make suggestions for helpful instructional approaches. Offer ongoing support to students' families, as well as administrators and Teachers as it relates to student transitions, classroom management and positive behavioral interventions.

- Actively participate as a member of IEP teams, or in an administrative designee capacity
- Identify, select and use instructional materials, curricula and methodologies
- Garner knowledge of current laws and regulations pertaining to individuals with exceptional needs to best assist in the preparation of complaint, mediation and due process documentation
- Review IEPs for students preparing to move into the district and facilitate appropriate interim placements
- Act as a District Representative in state and county meetings to discuss special education and student placement for those with special needs

School Psychologist,

2007 - 2014

Completed assessments to determine eligibility and recommend interventions for students with disabilities. Counseled students in a continual effort to enhance social and emotional development by increasing their levels of self-awareness and social interaction. Collaborated with school personnel to devise techniques to further student learning. Evaluated the functions and purpose of each special education program. Provided effective assistance and support for a variety of elementary and secondary students. Developed Behavior Support Plans (BSP) and Behavior Intervention Plans (BIP). Implemented federal and state legislation relevant to special education and maintain all related legally-required records.

- Led IEP meetings; worked with the IEP team to implement each student's plan and determine appropriate student placement for those with disabilities
- Researched and designed special education department programs; made modifications as needed
- Served on inter-district committees to design program curricula and related guidelines centered on educational progress
- Conducted in-service training to help drive staff professional development efforts

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Other City Name Unified School District School Psychologist

2005 - 2007

Steered, deciphered and documented psycho-educational assessments for students using numerous instruments to measure cognitive ability, perceptual capabilities, motor development, and social-emotional development. Used findings to determine proper special education placement for K-12 and non-public school students. Suggested educational changes and made referrals to external agencies that would best assist students with distinctive educational needs. Actively supported a variety of students and situations in both elementary and secondary environments.

- Participated as an integral member of student IEP meetings
- Also served as a team member during both Student Study Team and Action Team meetings
- Facilitated the comprehensive development of Behavior Intervention Plans (BIP)
- Counseled individual students on test findings, as well as their respective academic, social & emotional issues

The N.A.M.E. Group Relief Residential Counselor

2004 - 2005

Assisted 14-to-19-year-old clients in achieving their respective social and interpersonal progress goals. Helped clients sharpen their problem-solving abilities via facilitation of individual and team-centered therapeutic interventions. Determined the clients' need for ongoing services required to assist them in resolving their issues. Promoted positive behavior among residents through the careful and intentional execution of holistic, effective behavior management plans.

City Name Clinics Call Center Specialist

2001 - 2004

Efficaciously measured callers' mental health needs and determined fulfillment of service criteria after each transaction. Delivered unsurpassed administrative support by producing monthly management reports and compiling statistical data to determine areas of progress and possibilities for process improvement. Played an active role in driving policy change criteria for receiving services. Made certain that all callers received the services they needed using accurate mental health assessment measures; also made referrals to the appropriate treatment programs and services within both the Clinic and the local community.

E D U C A T I O N & C R E D E N T I A L S

Master of Science, School Psychology, National University (With Distinction, 4.0 GPA)

Certification, Pupil Personnel Services, National University (With Distinction, 4.0 GPA)

Bachelor of Arts, Psychology, California State University

Training Completion, Preliminary Administrative Services

Training Completion, Neuropsychology Assessment