

MS. JALA' ABDUR-RASHID

CELL: 215.298.3937

Ms.JARASHID26@GMAIL.COM

EDUCATION

LA SALLE UNIVERSITY, Philadelphia, Pennsylvania

May 2015

- M.A.Ed- Dual Certification Elementary Education & Special Education

CLARK ATLANTA UNIVERSITY, Atlanta, Georgia

December 2007

- BA in English

HONORS

PI LAMBDA THETA - INTERNATIONAL HONOR SOCIETY OF EDUCATORS

PROFESSIONAL EXPERIENCE

JAY COOKE ELEMENTARY SCHOOL, Philadelphia, PA - August 2016 - Present

Special Education Teacher

Develop literacy, math, and science lessons based on state standards. Communicate with parents daily. Collaborate with principals and school teams on school needs, resources and supports. Develop IEPs and FBAs in congruence with the School Psychologist, Occupational Therapist, Speech Language Pathologist, and Administrators to create appropriate goals, objectives, and accommodations for students. Ensure required timelines, processes and procedures, documentation and student record requirements are followed according to district policy and state law. Collaborate with special education and general education teachers. Conduct parent conferences and participate in weekly grade group meetings. Facilitate small group and whole group lessons, meeting many different ability levels and emotional needs. Work collaboratively with and manage paraprofessionals.

CONNECTING THE PIECES, LLC Philadelphia, PA - February 2016 - August 2016

Instructional Assistant (Learning Support)/Special Education Tutor

Complete daily observations and provide immediate feedback to BSC. Model, demonstrate and teach lessons using various instructional and classroom management practices. Supervise independent learning and provide one on one support as necessary. Assist student in Reading, Math, Science and Art while following a structured daily schedule. Focus strongly on behavior management. Review IEP regularly to ensure that appropriate service levels are being implemented.

SOUTHWARK ELEMENTARY SCHOOL, Philadelphia, PA - October 2012 - January 2016

Special Education Emotional Support Classroom Assistant

Assisted in teaching students in grades 3-5 language arts, mathematics, science and social studies. Supported motivational behavior management programs stressing positive, goal driven accomplishments. Emphasized hands-on experiences and project based learning to reinforce lessons and differentiate instruction as directed by teacher. Attended trainings, which included Advancing Youth Development and RTII.

ESF DREAM CAMP GIRARD COLLEGE, Philadelphia, PA June 2015 July 2015

Project Discovery/World Tour Activity Specialist

Supervised campers with attention to: health and safety, security, and behavior management. Implemented ESF curriculum, organizing fun and creative lesson plans. Encouraged creativity and critical thinking while making a positive impact the campers. Used effective classroom management skills to lead the activities and effectively created a fun environment. Followed the ESF Code and maintained the "ESF Look" at all times.

UNITED COMMUNITIES of SE PHILADELPHIA, Philadelphia, PA June 2011 - January 2016

Out of School Time Site Coordinator/Group Leader

Monitored all program staff and volunteers and assisted the Director of Operations with scheduling. Met with all school based Principals on a monthly basis. Created lesson plans and activities for grades K-6. Helped with homework/monthly Project Based Learning projects. Responded promptly and considerately to parent concerns and/or complaints. Recruited and enrolled program participants to meet daily attendance requirements. Submitted all required documentation on a timely basis, including attendance, snack counts, emergency contact information, permission forms, and health assessments.

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COMPUTER SKILLS

Microsoft Word, Access, Excel, PowerPoint, and Publisher.

CERTIFICATIONS

FBI & Child Abuse Clearances

CPR & First Aid

Fire Safety

Water Safety

Safety Care Behavioral Safety

REFERENCES

Mrs. Oneka Bouy

5th Grade Teacher

Southwark Elementary School

M (215) 868-7826

E-Mail: Bouyg04@yahoo.com

Ms. Susan Kronmiller

Special Education Teacher

Southwark Elementary School

M (215) 520-3348

E-Mail: Skronmiller@philasd.org

Mr. Nisiah Bouie, M.Ed

Technology Teacher

John Welsh Elementary School

M (267) 349-5909

E-Mail: Nbouie@philasd.org

Ms. Chantelle C. Matthew, MPA

Compensation Specialist

The School District of Philadelphia

M (267) 784-0718

E-Mail: Cmatthew@philasd.org