

NASHELY SILVA McALEER
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Placement Counselor
March 2018- present
K12

- Assisted families with the admissions process to enroll in a K12 virtual school
- Established a relationship with families to support them during the process and ensure timely submission of required documents
- Collaborated with supervisors and colleagues to ensure timely student enrollment approvals
- Effectively completed daily tasks remotely such as: emails and phone calls with families, checking for compliance documents.

ESL Instructor
September 2015; January 2016-February 2018
American Language Center

- Created appropriate lesson plans and supplemental activities for adult learners
- Designed interactive listening and speaking activities according to objectives outlined in syllabi
- Collaborated with the academic advisor to ensure academic standards of the center were met
- Developed culturally relevant lesson plans to help international students improve their knowledge and understanding American culture

Adjunct Professor
August 2016-December 2016
Holy Family University

- Engaged pre-service teachers in an ESL course
- Developed weekly materials to effectively expand the course textbook
- Designed the course to engage pre-service teachers in discussion of effective ESL strategies in the mainstream classroom

SUBSTITUTE TEACHER
Kelly Educational Staffing

SEPTEMBER 2014-JUNE 2016

- Implemented lesson plans designed by permanent teacher
- Addressed various learning styles in accordance to lesson plans
- Maintained classroom control in accordance to Kelly, school, and state guidelines and regulations
- Ensured above average supervision of students and classroom environment to ensure safety and welfare of students
- Collaborated with school staff and personnel in order to properly instruct and supervise students

TEACHER
Dunbar Head Start Philadelphia, PA

AUGUST 2009-JUNE 2013

- Designed and implemented weekly lessons in accordance to National Head Start Outcomes as well PA Early Learning Standards
- Collaborated with the Head Teacher and Family Service Worker to assist families in achieving their family partnership agreements.
- Assessed students based on the Work Sampling System and reviewed results with parents during conferences
- Participated in monthly professional development trainings with the Educational Coordinator

JUMPSTART CORPS MEMBER
Americorps Philadelphia, PA

SEPTEMBER 2007-MAY 2008

- Participated as an AmeriCorps member in an award winning network of exceptional college students who work one-to-one to prepare at-risk preschool children for school success.
- Implemented early childhood curriculum, supported family involvement and promoted skill building through one-to-one relationship with 10 partner preschool children and classroom assistance.
- Collaborated with a team of 10 Corps member to plan biweekly in classroom activities for a class of 10 children.
- Received intensive training and professional development, leadership skills, and communication with families.

Education

Bachelor of Science in Elementary and Early Childhood Education

May 2009 Temple University, Philadelphia, PA

Master of TESOL and Literacy

May 2014 Holy Family University, Philadelphia, PA

References

Dr. Roger Gee, Director, Masters in TESOL and Literacy Program, Professor, Holy Family University [215-637-7700 ext. 3575](tel:215-637-7700x3575)

Mike Hopkins, Faculty Coordinator at American Language Center 215-791-7700