

GENEL JAMES-ECHEVARRIA

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WORK HISTORY

Elwyn Institute

PC Worker

Philadelphia, PA

May 2012-present

- Works with autistic children aged three to five using Applied Behavioral Analysis (ABA)
- Teaches Picture Exchange Communication System (PECS) to enable children to request basic needs
- Conducts one-on-one music and art therapy classes

Tiara's Wonderland

Director

Philadelphia, PA

January 2011 - January 2012

- Developed food program and CCIS in coordination with State funding regulations
- Hired and oversaw a staff of twelve teachers and conducted annual staff evaluation
- Developed lesson plans and monthly reports for forty children, ages three to five
- Developed individual educational plans for children with special needs

Community Education Partners

Certified English and Social Studies Teacher

Philadelphia, PA

May 2003 - June 2009

- Developed lesson plans and taught classes to Grades 9 to 12
- Counseled students with learning difficulties or disciplinary records one-on-one
- Worked directly with probation officers, the police and social service agencies
- Worked with the principal to plan field trips for all students

Philadelphia Workforce

Lead Case Manager

Philadelphia, PA

January 2002 - May 2003

- Trained unemployed, single parents in parenting, time management and other life skills
- Handled a thousand clients and monitored their long term plans
- Empowered clients to transition out of welfare into full-time jobs
- Went on field visits to companies that provided employment to clients and home visits to follow up on clients' progress

EDUCATION AND CERTIFICATION

School District of Philadelphia

Teacher Certification for Secondary Schools

Philadelphia, PA

2009

John Dickinson College

B.A. in Psychology and Political Science

Carlisle, PA

Graduated May 1978

References Available Upon Request