

# Lakia Rutledge

## Teacher

Philadelphia, PA 19120

Lakiar2004@gmail.com - (215) 954-7720

Seeking to obtain a position in the field of Teaching which will allow me to utilize my skills, education, and experience while providing an opportunity for professional growth and advancement.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## WORK EXPERIENCE

### Substitute Teacher

Kelley Educational Staffing - Philadelphia, PA - October 2016 to Present

Teaching continued lesson plans assigned while managing classroom behaviors.

### Substitute Teacher

Source4Teachers/MissionOne - Cherryhill, NJ - November 2015 to July 2016

Responsibilities

Teaching various subjects according to planned and managing classroom behavior.

### Resource Teacher/Substitute teacher

Walter d palmer charter school - Philadelphia, PA - August 2014 to December 2014

Responsibilities

Teach and assist children individually or in small groups in order to assist with mastering assignments and to reinforce learning concepts presented by teachers.

### Substitute Teacher K-12

Charter School Services - Philadelphia, PA - October 2013 to July 2014

Responsibilities

Teach core subjects to students in grades k - 12 when contacted. Long term substitute position at Aspira Cyber Charter School teaching core subjects to Special Education High School students through a chat room while using a software platform for the curriculum.

### Teacher

Camelot Schools of Pennsylvania - Philadelphia, PA - August 2004 to January 2012

### Youth Worker

Vision Quest - Coatesville, PA - November 2003 to April 2004

## EDUCATION

### Bachelor of Arts in Sociology

Cheyney University - Cheyney, PA

2004

### Diploma

Abraham Lincoln High School - Philadelphia, PA

1998

## SKILLS

Microsoft Office, Cyber School Platforms, IEP, behavioral plans, (10+ years)

## ADDITIONAL INFORMATION

### SUMMARY OF SKILLS AND QUALIFICATIONS

- Support children's emotional and social development, encouraging understanding of others and positive self-concepts
- Discipline children and recommend or initiate other measure to control behavior
- Identify signs of emotional or developmental problems in children and bring them to parents' or guardians' attention
- Prepare lesson materials, bulletin board displays, and demonstrations
- Present subject matter to students, using lectures, discussions, or supervised role-playing methods
- Tutor and assist children individually or in small groups in order to assist with mastering assignments and to reinforce learning concepts presented by teachers
- Supervise children in classrooms, cafeteria, on playground, and on field trips
- Enforce administration policies and rules governing children
- Organize and label materials and display students' work in a manner appropriate for eye levels and perceptual skills
- Organize and supervise games and other recreational activities to promote physical, mental, and social development
- Take attendance and maintain attendance records
- Prepare lesson outlines and plans in assigned subject areas, and submit outlines to teachers for review
- Distribute teaching materials including workbooks, papers, and pencils to students
- Requisition and stock teaching materials and supplies
- Excellent interpersonal and communication skills with ability to interact with diverse populations