Joel Santos

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Summary Statement

Passionate Teacher's Aide offering background working with students at elementary and middle school levels. Skilled in assisting teachers with all classroom functions, including lesson planning and individual and group instruction. Talented in using various strategies to model positive behavior and maintain classroom discipline.

Summary of Qualifications

* Highly organized and adept in multitasking, leading classroom discussions and mentoring students.
* Successful in coordinating with lead teachers to implement interactive activities, guide creative expression and enable total student development.
* Proven ability to identify problems and conflict resolution.

Relevant Skills

****Safety and Protocols****

* Maintained updated list of 50 emergency contacts and child's health information in case of emergencies.
* Monitored 15 students on field trips, handling roll call and group movement to keep youths safe in public settings.
* Kept classrooms clean, neat and properly sanitized for student health and classroom efficiency.

****Management****

* Prepared reports and paperwork for 100 parents and tutors in parent-teacher conferences.
* Took attendance, graded assignments and maintained 60 student's records to assist teachers with administrative tasks and maintain smooth daily operations.
* Supervised classroom during brief teacher absences.

****Learning Assistance****

* Set up visual aids, equipment and classroom displays to support teacher's lesson delivery.
* Maximized receptive learning by educating students using 50% of hands-on instructional techniques, games and activities.
* Assisted and mentored students in groups of up to 10 by reviewing lesson teachings.

Work History

Teacher's Aide 06/2020 to Current

Riviera Schools – Coral Gables, FL

After-School Assistant 03/2018 to 05/2020

World Of Kids Academy – Miami, FL

Nanny 01/2017 to 03/2018

Hire Society – Miami, FL

Education

Associate of Arts: Education 06/2019

Miami Dade College - Miami, FL