

Maria Rodriguez

Paraprofessional

Phone: (555) 234-5678
Address: Phoenix, AZ 85001
Website: <https://maria-rodriguez-paraprofessional.com>
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- Dedicated paraprofessional with 4 years supporting diverse learners in inclusive settings
- Skilled at reinforcing teacher-led instruction while fostering student independence
- Committed to collaborative teamwork and maintaining confidentiality in sensitive situations

EDUCATION

Phoenix Community College

May 2020

Associate of Arts in Education

Graduated: May 2020

Relevant Coursework: Child Development, Classroom Management, Special Education Fundamentals, Educational Psychology

GPA: 3.7/4.0

CERTIFICATIONS

ParaPro Assessment

2020

Educational Testing Service

Crisis Prevention Institute (CPI) Certification

Valid through 2025

Crisis Prevention Institute

First Aid/CPR Certified

2024

American Red Cross

Arizona Department of Education Paraprofessional Certificate

2020

Arizona Department of Education

Mandated Reporter Training

2023

Arizona Department of Child Safety

SKILLS

Instructional Support

- Differentiated instruction techniques
- Multi-sensory teaching methods
- Scaffolding strategies
- Small group facilitation
- Progress monitoring and data collection

Behavioral Management

- De-escalation techniques
- Positive behavior intervention strategies (PBIS)
- Restorative justice practices
- Crisis intervention protocols
- Behavior tracking and documentation

Communication

- Spanish (fluent)
- American Sign Language (conversational)
- Picture exchange communication system (PECS)
- Assistive technology support
- Parent-teacher communication facilitation

Educational Technology

- Google Classroom content management and assignment tracking
- Seesaw digital portfolio creation
- Class Dojo behavior tracking
- Boardmaker symbol-supported communication materials creation
- Read&Write Gold literacy support software
- Proloquo2Go AAC device support

AWARDS AND RECOGNITION

Paraprofessional Excellence Award

WORK EXPERIENCE

Lincoln Elementary School

August 2021 - Present

Paraprofessional

- Reinforced math and reading concepts for 12 struggling students through small group instruction, contributing to 18% average grade improvement
- Implemented accommodations and modifications outlined in 8 student IEPs, collaborating weekly with special education team
- Facilitated smooth transitions for 6 students with behavioral challenges using de-escalation techniques, reducing classroom disruptions by 25%
- Documented daily progress toward IEP goals using district-approved tracking systems for quarterly review meetings
- Adapted learning materials for students with diverse learning needs, creating visual supports and manipulatives
- Supervised playground and cafeteria activities for 150+ students, maintaining safe and inclusive environment

Desert View School District

September 2020 - July

Substitute Paraprofessional

2021

- Provided consistent support across 15 different classrooms, quickly adapting to various teaching styles and student needs
- Maintained detailed substitute reports for teachers, ensuring continuity of student support and behavior interventions
- Successfully managed classroom responsibilities during teacher absences, including implementing lesson plans and behavior management strategies
- Built rapport with students with autism and ADHD, using established routines and visual schedules to minimize anxiety

Valley Medical Center

June 2018 - August

Customer Service Representative

2020

- Resolved average of 60+ patient concerns daily using active listening and problem-solving skills
- Maintained detailed interaction logs and followed up on complex cases requiring multiple touchpoints
- Collaborated with medical staff to ensure accurate patient information and appointment scheduling
- Demonstrated patience and empathy when working with elderly patients and families during stressful situations

PROFESSIONAL REFERENCES

Sarah Martinez, M.Ed

Special Education Lead Teacher

Lincoln Elementary School

Phone: (555) 123-4567

Email: smartinez@lincolnschool.edu

Lincoln Elementary School

2023

Recognized for developing innovative communication strategies for non-verbal students with autism

Perfect Attendance Award

Lincoln Elementary School

Academic Year 2022-2023

Demonstrated reliability crucial for maintaining student routine and trust

Resource Development

Desert View School District

2023

Created "Visual Learning Support Toolkit" adopted district-wide for special education classrooms

Relationship: Direct Supervisor (2021-Present)

Can speak to: Behavior management skills, IEP implementation, collaboration with multidisciplinary team

Dr. Jennifer Thompson

Assistant Principal

Lincoln Elementary School

Phone: (555) 234-5678

Email: jthompson@lincolnschool.edu

Relationship: Building Administrator (2021-Present)

Can speak to: Professionalism, reliability, positive impact on school climate

Carmen Gutierrez

Parent of Former Student

Phone: (555) 345-6789

Email: cgutierrez@email.com

Relationship: Parent of student with autism I supported (2022-2024)

Can speak to: Communication skills, patience, ability to build trust with non-verbal students

