

Jane Elizabeth Boyd

210 Jackson Ave. Warren. PA (814)726-2241 (814)706-1133 boyd.sj@verizon.net

EMPLOYMENT OBJECTIVE

Seeking a position as a Paraprofessional with in the Erie County Technical School.

PROFESSIONAL EXPERIENCE

WARREN COUNTY SCHOOL DISTRICT

Warren, Pennsylvania

Vocational Paraprofessional

Assignment: *Warren County Career Center*

Duties: *Provide classroom/one-on-one instructional and vocational support to special education students at the secondary level.*

Employment: *Dec 2002 – present*

*Summer Extended School Year Program (2004, 2006) Warren Area High School
Summer Math & Reading Academy (2005) Allegheny Elementary*

Facilitator – Warren County Industrial Club

Assignment: *Youngsville Middle High School*

Duties: *Provide career exploration programs to students in grades 7-9. Coordinate use of career exploration software, hands-on activities, guest speakers and field trips. Program sponsored by the Warren County School-to-Work Partnership, the IU#5 and the NWPA Workforce Investment Board Youth Council and Warren/Forest Hi-Ed Council.*

Employment: *Mar 2005 – May 2005 (8-Week After School Program)
Mar 2006-May 2006 (8-Week After School Program)*

Instructional Paraprofessional – Life Skills Support

Assignment: *South Street Elementary*

Duties: *Instructional/life skills support to special education students in a classroom setting.
Maintain daily documentation of student classroom performance.
Preparation of PA mandated progress reports.*

Employment: *Sep 2000 – Aug 2002*

*Summer Extended School Year Program (2001, 2002) South Street Elementary
Summer Math & Reading Program (2001, 2002) Jefferson Elementary*

NORTHWEST TRI-COUNTY INTERMEDIATE UNIT (IU-5)

Edinboro, PA

Instructional Paraprofessional – Life Skills Support

Assignment: *Warren County School District - South Street Elementary*

Duties: *Instructional/life skills support to special education students in a classroom setting.
Maintain daily documentation of student classroom performance.
Preparation of PA mandated progress reports.*

Employment: *Sep 1995 – Jun 2000*

Summer Extended School Year Program (1998, 1999, 2000) South Street Elementary

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EDUCATION

Jamestown Community College

Jamestown, New York

Degree:

Associate of Applied Science (Honors)

Date of Graduation:

May 1981

Concentration:

HUMAN SERVICES

Attended and completed over 300 hours of workshop/seminar training provided by the WCSD/IU5 specifically designed for instructional paraprofessionals both at the life skills and career and technical level. (1995 thru present)

CERTIFICATIONS

Current First Aid, CPR/AED, CPI

PROFESSIONAL STRENGTH

COMPUTER / OFFICE SKILLS

Knowledge of MS Office Suite

Designed & Developed Newsletters and Presentations

Experience with various Educational Software Programs

CAD Software

COMMUNICATION

Excellent verbal, written, and presentation skills

Able to liaison with a variety of personality types

Able to use a wide range of interpersonal skills

ORGANIZATION

Ability to utilize time and resources efficiently

Able to plan for efficient use of time and resources

LEADERSHIP and RESPONSIBILITY

Accountability to "Consumer" of paramount importance

Accustomed to positions of responsibility

Able to clearly instruct others

Flexibility in adaptation to differing situation

PROFESSIONAL REFERENCES

Delores Berry

Principal

Warren County Career Center

(814) 726-1260

Nancy Latimer

Cooperative Education/Special Education Liaison

Warren County Career Center

(814) 726-1260

Kris Whitaker

School to Work Specialist/Warren School to Work Partnership

Warren/Forest Higher Education Council

(814) 723-3222