



As a long-term, Montgomery County Public School Substitute Teacher, I taught all subjects in grades K-5 and performed the same duties and responsibilities as any teacher as highlighted below.

- ❖ Planned, prepared and delivered instructional activities that facilitate active learning experiences
- ❖ Established and communicated clear objectives for all learning activities
- ❖ Developed and implemented lesson plans and adjusted when needed
- ❖ Completed progress reports which included individualized students' strengths and areas of improvements
- ❖ Updated all necessary records accurately
- ❖ Managed student behavior in the classroom by establishing and enforcing rules and procedures
- ❖ Conducted parent conferences
- ❖ Participated in department and school meetings and activities
- ❖ Worked with counselors, teachers and parents to promote positive learning
- ❖ Assessed students' understanding and learning of material taught