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Jordan Ellis


Entry-Level Substitute Teacher

Dedicated and certified substitute teacher with a demonstrated record of improving students' academic performance. Possess a robust educational background with a degree in education. Skilled in implementing effective lesson plans, managing classrooms, and reporting student progress with a focus on promoting respectful and conducive learning environments.

CONTACT

 (000) 000-0000

 email@example.com

 Columbus, OH 43004

KEY SKILLS

- Classroom management
- Communications
- Lesson planning
- Progress reporting
- Subject matter knowledge

PROFESSIONAL EXPERIENCE

SUBSTITUTE TEACHER | PEARSON EDUCATION, LOS ANGELES, CA
JANUARY 2019 – PRESENT

- Implement daily lesson plans left by the permanent teacher, ensuring that teaching aligns with the classroom's regular routines and standards
- Maintain order in the classroom by enforcing rules and promoting respectful dialogue among students
- Report each student's progress, detailing discussed topics, completed assignments, and any incidents or issues that arose during the sessions, to the regular teacher and relevant school administrators

TUTOR | MCGRAW-HILL EDUCATION, UNIVERSITY PARK, PA
MAY 2018 – DECEMBER 2018

- Assisted students struggling in English and mathematics by providing one-on-one tutoring sessions, improving average grades by 20%
- Created personalized lesson plans tailored to individual students' needs and learning capabilities
- Collaborated with teachers to provide feedback on student performance and suggest changes to classroom curriculum to improve comprehension

EDUCATION

Bachelor of Science (B.S.) in Education | University of Michigan
Ann Arbor, MI | February 2021

CERTIFICATIONS

- Substitute Teaching License (STL), Michigan State Department of Education, March 2022
- Child Development Associate (CDA), Council for Professional Recognition, June 2022
- Paraprofessional Certification (ParaPro), Educational Testing Service, March 2021