

Cynthia Hossain

Paraprofessional

Registered Behavior Technician with 6 years of experience supporting students with IEPs through one-on-one pullout sessions, AAC communication systems, and structured data collection across special education classrooms. Completed 34 progress reports per semester while documenting measurable goal updates and delivering each report to the special education coordinator within 48 hours of the deadline. Skilled in TEACCH Structured Teaching, visual schedules, behavior support strategies, and Microsoft Excel.

CONTACT INFORMATION

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Huron, SD 12345

EDUCATION

- A.A. General Studies

  2018 - 2020
  South Dakota State University, Brookings, SD

KEY SKILLS

- IEP Implementation
- AAC Communication Systems
- FERPA Compliance
- Visual Schedules and Work Systems
- Microsoft Excel
- Educational Software
- Data Collection and Recording
- Assistive Technology
- Behavior Support Strategies
- TEACCH Structured Teaching

PROFESSIONAL EXPERIENCE

Paraprofessional | 2023 - Present
Beadle County Unified School District, Huron, SD

- Completed 34 progress reports per semester for students on IEPs, documenting measurable goal updates in a data management system and delivering each report to the special education coordinator within 48 hours of the deadline.
- Supported 19 students one-on-one throughout the school year, reinforcing IEP objectives during 30-minute pullout sessions in reading and math.
- Attended 4 staff collaboration meetings per week with special education teachers and related service providers, sharing student data and adjusting daily support plans within 15 minutes per meeting.
- Enforced building-wide student conduct policies during hallway transitions and the cafeteria, maintaining consistent expectations for 26 students each lunch period.
- Operated AAC communication systems for 3 nonverbal students during classroom activities, programming updated vocabulary boards every 2 weeks.

Paraprofessional | 2021 - 2023
James River Learning Academy, Mitchell, SD

- Prepared and submitted 27 progress reports per semester by collecting observational notes and quiz scores across 4 classrooms, reducing late submissions from 7 to 1 per cycle.
- Provided one-on-one academic support to 14 students with learning disabilities, using educational software to deliver daily reading practice sessions averaging 25 minutes each.
- Participated in 3 staff collaboration meetings per week with the grade-level team, reviewing student work samples and updating visual schedules for the following week.
- Cleaned and reorganized classroom learning stations each afternoon, restocking manipulatives and printed materials for 5 workstations in under 20 minutes.

Instructional Aide | 2020 - 2021
Prairie Lakes Elementary Center, De Smet, SD

- Supported 8 students one-on-one with modified assignments aligned to IEP goals, tracking weekly quiz scores in Microsoft Excel for teacher review every Friday.
- Joined 2 staff collaboration meetings per week to coordinate with the lead teacher on accommodations, reducing preparation overlap by 35 minutes

per week.

- Used a projector and audio-visual aids to supplement teacher presentations for a class of 23 students, cueing slides and managing playback during 4 lessons per day.

CERTIFICATIONS

- Registered Behavior Technician, Behavior Analyst Certification Board, 2021