

Carmen Upton

Lead Paraprofessional

Special education paraprofessional with 12 years of experience collecting behavioral data, implementing IEP-aligned lesson plans, and mentoring new staff in self-contained classrooms. Raised student attendance to 93% across a 16-student program by implementing morning check-in routines and coordinating with families on attendance plans.

Contact Information

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McMinnville, TN 12345

Education

A.S.T., Education
Motlow State Community College, Tullahoma, TN
2012 - 2014

Key Skills

- IEP Implementation
- Behavioral Data Collection
- FERPA Compliance
- TEACCH Structured Teaching
- Visual Schedules and Work Systems
- AAC Communication Systems
- Microsoft Excel
- Data Management Systems
- Assistive Technology
- Social Skills Instruction

Professional Experience

Lead Paraprofessional | Calfkiller Creek School District, McMinnville, TN
2020 - Present

- Raised student attendance rate from 83% to 93% across a 16-student special education program by implementing morning check-in routines and coordinating with families on attendance plans.
- Collected 37 behavioral data points daily using a data management system, documenting antecedents, behaviors, and consequences for 16 students and sharing summaries with the IEP team each Friday.
- Implemented 24 individual lesson plans per quarter aligned to IEP goals, preparing adapted materials and visual schedules for reading, math, and social skills instruction.
- Mentored 4 new paraprofessionals during their first 90 days, conducting weekly walkthroughs and reviewing data collection procedures to maintain consistent service delivery.
- Taught social skills lessons to groups of 6 students using visual schedules and role-play exercises, covering topics such as turn-taking, greetings, and conflict resolution.

Paraprofessional | Hickory Creek Elementary Center, Sparta, TN
2017 - 2020

- Collected 28 behavioral data points daily for 12 students in a self-contained classroom, entering observations into Microsoft Excel within 15 minutes of each session.
- Implemented 18 individual lesson plans per month under teacher direction, adapting materials for students working below grade level in reading and math.
- Observed students during structured and unstructured activities and recorded performance data for 14 IEPs, submitting weekly summaries to the special education teacher every Thursday.
- Prepared bulletin board displays, manipulative kits, and demonstration materials for 6 learning stations, rotating themes every 3 weeks to align with unit topics.

Instructional Aide | Warren County Early Learning Academy, McMinnville, TN
2014 - 2017

- Collected 14 behavioral data points daily for 9 students with autism spectrum disorder, using tally sheets and transferring totals to the lead teacher's tracking spreadsheet each afternoon.
- Implemented 12 individual lesson plans per month focused on pre-reading and fine motor skills, following the TEACCH Structured Teaching Model for workstation rotations.
- Assisted with equipment setup and demonstrations for sensory integration activities, preparing materials for 4 stations in under 10 minutes each morning.

Certifications

- First Aid/CPR/AED, American Red Cross | 2023