CareerServicesHeader01

#### Luke J. Charley

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### Objective To obtain a teaching position in Special Education or Elementary Education that allows me to utilize my professional skills and knowledge to help enhance student learning.

**Education Bachelor of Science in Special Education** December 2015

**Bachelor of Science in Elementary Education** December 2015

University of Mary, Bismarck, ND GPA 3.12

**Certification** Project Learning Tree Certificate pending April 2015

**Teaching Elementary Practicum** Spring 2014

**Experience:** Robert Miller Elementary School- 1st Grade

* Prepared lesson plans daily for subjects being taught.
* Participated in Professional Learning Committees with other 1st grade teachers
* Maintained a productive and safe classroom through effective classroom management techniques and strategies.
* Participated in parent/teacher conferences with cooperating teacher.
* Helped lead small group math lessons/activities.

**Elementary Practicum**  Feb.-March 2015

Pioneer Elementary School- 5th Grade

* Participated in the daily activities within the classroom.
* Assisted the cooperating teacher in math lessons.
* Planned and taught lesson plans for required subject areas.
* Maintained a fun, safe, and productive classroom environment through the use of effective classroom management techniques.

**Special Education Practicum** Spring 2015 (Present)

* Assisted the cooperating teacher with small group instruction
* Created and planned lesson plans to be taught.
* Attended IEP meetings and observed other types of assessments being given.
* Provided support for students while they were in the classroom.

**Employment Experience:**

**REM ND, Direct Support Specialist (2 years)**  
24-Hour HomeCare, Caregiver  
• Provided direct care to adult and youth individuals with physical and mental disabilities  
• Supervised community activities with individuals with disabilities.  
• Provided direct care to children with physical and mental disabilities  
• Supervised community activities with children with disabilities  
  
**Roosevelt Elementary School (1 year)**  
• Worked as a paraprofessional in several classrooms with children with autism; provided physical support, one-on-one tutoring, self-care (feeding/personal hygiene); worked as part of a team in carrying out identified goals and objectives for children with special needs .  
  
**Community Options (1 year)**  
• Provided direct care to adult and youth individuals with physical and mental disabilities .  
  
**Extended School Year Program (4 years)**  
Worked as an aide in the Extended School Year program for students with intellectual and physical disabilities.  
  
**Respite Care for young girl with Autism   (3 years)**  
Provided care for a young girl with Autism.  
Took her to horse therapy, speech therapy, and occupational therapy throughout the summer.  
Met with service provider and other members of her team to set goals for over the summer.

**Community Service/Volunteer Work:**

Volunteer Counselor, Camp ReCreation, Richardton, ND • Worked with youth and adults with mental and physical disabilities; responsible for individual campers' needs, personal care, and activities both social and personal.

Special Olympics Volunteer, Minot State University

* Served as a volunteer for the Special Olympics held at Minot State University

Teen Mentoring Program

* Served as a mentor for teens with disabilities in social/job settings

Volunteer Classroom Aide, Roosevelt Elementary School

* Volunteered in a classroom for children with developmental disabilities; provided physical support, one-on-one tutoring, self-care (feeding/personal hygiene)

Dream Catchers Volunteer

* Volunteered with a baseball team for children with physical and mental disabilities

Peer Tutor