

Stella Nunez

Secondary Substitute Teacher

📞 (507) 555-1842 ✉️ stella.nunez@example.com

🌐 linkedin.com/example/stellanunez 📍 Mankato, MN 56001

STRENGTHS

- 📅 **Lesson continuity**
Quickly reviewed plans and materials before class, then kept teacher objectives visible for students and staff.
- 👥 **Classroom routines**
Established expectations early in unfamiliar rooms, creating calm transitions and productive learning time for adolescents.
- ❤️ **Student support**
Used small group help and scaffolds when learners struggled, a practical response that kept participation moving.
- 💬 **Clear communication**
Wrote useful notes after coverage assignments, giving returning teachers context they could act on right away.
- ⚖️ **Sound judgment**
Handled varied classroom needs with steady interpersonal skills, asking staff for support when situations called for it.

SKILLS

Secondary instruction

Substitute teaching

Classroom management

Lesson implementation

Differentiated instruction

Formative assessment

Student engagement

Social emotional support

Attendance documentation

Behavior documentation

Family communication

Oral communication

SUMMARY

Licensed secondary educator with four years supporting middle and high school classrooms through full time teaching, substitute coverage, and intervention support. Delivers assigned lessons with care, follows established plans, and preserves **teacher objectives** during absences. Builds orderly, respectful classrooms where students can focus on academic, social, and **emotional growth**. Communicates clearly with students, families, teachers, counselors, and administrators through concise conversations, written updates, attendance records, behavior notes, and transition documentation. Uses differentiated explanations, formative checks, small group support, and assignment scaffolds for varied readiness levels. Minnesota licensed and experienced across English, social studies, science, mathematics, and elective classrooms. Brings dependable **on site** coverage, sound **interpersonal skills**, and practical judgment for daily secondary school needs.

EXPERIENCE

Secondary Teacher

Prairie Ridge Charter School 📅 August 2024 - Present 📍 Mankato, MN

Lead daily instruction across five secondary class periods for approximately 125 students. Support curriculum continuity, **classroom routines**, documentation, **family communication**, and student growth through standards aligned planning and responsive instruction.

- Delivered standards aligned lessons across five secondary periods, using formative checks to guide daily instruction.
- Prepared transition notes during staffing changes, preserving lesson continuity and **classroom teacher expectations**.
- Used small group support and assignment scaffolds, keeping varied learners engaged in grade level work.
- Documented attendance, behavior, completion, and concerns in school information systems for timely follow up.
- Communicated with families and staff through concise updates, supporting coordinated responses to student needs.
- Reinforced social and emotional learning through restorative conversations and predictable classroom expectations.

Substitute and Intervention Teacher

Riverbend Preparatory Academy 📅 August 2022 - June 2024 📍 Rochester, MN

Provided dependable on site coverage across grades six through twelve and supported intervention periods. Interpreted **lesson plans**, maintained safe routines, documented outcomes, and coordinated with teachers, office staff, paraprofessionals, and administrators.

- Provided **on site** coverage across grades six through twelve, executing lessons in varied subject classrooms.
- Established expectations at assignment openings, creating productive transitions for unfamiliar student groups.
- Reviewed objectives and materials before class, adjusting pacing without changing intended learning outcomes.
- Recorded attendance, behavior observations, completed work, and follow up needs in end of day notes.
- Supported reading comprehension and organization interventions under established academic plans and teacher guidance.
- Built constructive staff relationships, earning repeat coverage assignments across multiple secondary grade levels.

PROJECTS

Secondary Lesson Continuity Program 📅 2025

Written communication

Interpersonal skills

Lesson continuity

LANGUAGES

English Native

Spanish Proficient

MY CAREER



● Secondary Teacher at Prairie Ridge Charter School (2.2 Years)

● Substitute and Intervention Teacher at Riverbend Preparatory Academy (1.8 Years)

Created reusable transition notes and classroom routines for substitute coverage, helping preserve objectives, expectations, and learning momentum during absences.

Student Support Documentation Workflow 📅 2024

Organized attendance, behavior, completion, and concern notes into clear updates that supported timely communication among teachers, counselors, and families.

LEADERSHIP & AWARDS

- Recognized by school leaders for dependable repeat substitute coverage across multiple secondary grade levels.
- Selected for trusted classroom responsibilities supporting academic, social, and emotional needs during staffing changes.
- Praised by colleagues for clear transition notes and calm responses to varied classroom situations.

EDUCATION

Bachelor's Degree in Secondary Education

Minnesota State University, Mankato 🎓 GPA: 4.0 📅 2022 📍 Mankato, MN

Coursework: Classroom Management, Adolescent Development, Differentiated Instruction, Formative Assessment

CERTIFICATIONS

- Minnesota Teaching License, Secondary Education 📅 2022
- Minnesota Short Call Substitute Teaching License 📅 2022

TECHNICAL SKILLS

- **Instructional Planning:** Lesson plans, Learning activities, Curriculum objectives
- **Classroom Management:** Classroom routines, Behavior expectations, Restorative conversations
- **Assessment Practices:** Formative assessment, Learning checks, Assignment review
- **Student Support:** Small group support, Assignment scaffolding, Intervention periods
- **Communication Tools:** Written notes, Oral communication, Family communication
- **Student Records:** Attendance records, Behavior records, Completion records
- **Secondary Subjects:** English, Social studies, Science
- **Additional Subjects:** Mathematics, Electives, Reading comprehension
- **Learning Systems:** School information systems, Student records, Progress documentation
- **School Operations:** On site coverage, Staff coordination, Teacher transitions
- **Student Development:** Academic growth, Social growth, Emotional growth
- **Licensure:** Minnesota teaching license, Secondary education, Substitute teaching

PROFESSIONAL AFFILIATIONS

- Minnesota licensed educator supporting secondary instruction and student development.
- Professional collaborator with teachers, families, counselors, administrators, and paraprofessionals.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST