



Daisy Santiago

Special Education Assistant

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STRENGTHS

- 🎯 **IEP Support**
Translated sample IEP goals into clear activities and checklists. Faculty feedback recognized thoughtful links between instruction and progress.
- ♥️ **Student Safety**
Practiced supervision, emergency response, and behavior procedures across school settings. Scenario reviews strengthened calm, consistent decisions.
- 📌 **Adapted Instruction**
Reworked assignments with visual steps and accessible materials. Learner focused changes made practice activities easier to follow.
- 🔒 **Confidential Records**
Recorded observations and prepared private progress notes during practicum work. Organized documentation helped faculty review student response.
- ♥️ **Respectful Care**
Practiced mobility, hygiene, and toileting support with dignity in mind. Supervised simulations reinforced patient, careful assistance.

SKILLS

IEP objectives Student supervision
Behavior plans Child development
Conflict resolution Personal care
First aid CPR Secure Training
Progress monitoring

SUMMARY

Early career **special education assistant** candidate with supervised practicum and academic lab experience supporting learners across structured classroom settings. Applies teacher directed plans and IEP objectives through adapted materials, individual reinforcement, small group instruction, social skills practice, daily living activities, and respectful personal care. Records observational data, prepares confidential progress notes, organizes classroom materials, and communicates relevant updates through established channels. Training includes child development, behavior supports, **conflict resolution**, classroom safety, first aid, CPR, Secure Training, **emergency procedures**, and privacy expectations. Comfortable following multistep directions, using office software, keyboarding, completing basic calculations, gathering data, and adjusting priorities during interruptions. Holds an associate degree in paraeducation, a qualifying paraeducator assessment credential, and a valid **Washington driver license**.

EDUCATION

Associate of Applied Science in Paraeducation

Tacoma Community College 🎓 GPA: 3.8 📅 2026 📍 Tacoma, WA

Coursework: *Child development, instructional practices, behavior support, conflict resolution, classroom safety*

TECHNICAL SKILLS

- **Instructional Support:** IEP objectives, academic remediation, social skills
- **Behavior Support:** Behavior plans, positive reinforcement, de escalation
- **Student Care:** Toileting support, hygiene assistance, mobility support
- **Safety Training:** CPR, First Aid, emergency procedures
- **Secure Training:** Secure Training, safety procedures, supervision
- **Office Software:** Keyboarding, document preparation, recordkeeping
- **Data Collection:** Observation notes, progress monitoring, attendance records
- **Classroom Materials:** Visual supports, adapted assignments, structured prompts
- **Communication:** Teacher conferences, family communication, progress updates
- **School Operations:** Classrooms, hallways, cafeterias, playgrounds
- **Basic Mathematics:** Fractions, percentages, ratios
- **Confidentiality:** Student records, privacy practices, information handling

EXPERIENCE

Special Education Assistant Practicum

University Project 📅 September 2026 to Present 📍 Tacoma, WA

Supervised practicum supporting simulated regular and **self contained classrooms** through IEP aligned instruction, behavior support, personal care practice, confidential documentation, and safe student monitoring.

[Recordkeeping](#) [Basic math](#)

[Keyboarding](#) [Office software](#)

[Data collection](#)

LANGUAGES

English

Native

American Sign Language

Beginner

MY CAREER

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MONTHS

- Adapted reading and math activities around sample **IEP** objectives during supervised classroom simulations.
- Reinforced **social skills** and daily living routines through visual supports and structured prompting.
- Recorded task completion and **behavior** observations in confidential progress notes for faculty review.
- Applied simulated **behavior plans** using consistent cues, reinforcement, de escalation, and safety procedures.
- Practiced mobility support, toileting protocols, hygiene assistance, and respectful **personal care** procedures.
- Used classroom software, keyboarding, basic calculations, and organized records during instructional scenarios.

Inclusive Classroom Support Lab

Student Lab 📅 January 2026 to June 2026 📍 Tacoma, WA

Completed supervised lab exercises focused on child development, accessible instruction, **student supervision**, privacy, emergency response, communication, and changing classroom priorities.

- Applied **child development** principles during classroom routine and supervision exercises across school settings.
- Adapted sample **assignments** with simplified directions, visual sequencing, and accessible instructional materials.
- Collected student performance data from scenarios and identified concerns within defined procedures.
- Rehearsed teacher and family communication using privacy, professionalism, and **confidentiality** expectations.
- Completed **first aid** and emergency response simulations involving injury assessment and safe supervision.
- Shifted among **instruction**, behavior, documentation, and supervision tasks during timed scenarios.

IEP Support and Behavior Strategies Project

Course Project 📅 September 2025 to December 2025 📍 Tacoma, WA

Developed a faculty reviewed support plan connecting sample IEP objectives with academic remediation, social skills, behavior support, daily living instruction, and **progress monitoring**.

- Developed academic **remediation** activities for a sample learner with varied support needs.
- Translated sample IEP objectives into teacher directed activities and progress checklists.
- Created adapted materials using **child development**, safety, and **conflict resolution** principles.
- Tested reinforcement plans through repeated simulations and revised prompts after review.
- Prepared **attendance**, assignment, and progress record templates with standard **office software**.
- Presented confidentiality safeguards, behavior procedures, and progress communication methods to faculty.

PROJECTS

Inclusive Student Support Plan 📅 December 2025

A sample learner needed more than academic help. Created connected IEP activities, behavior supports, adapted materials, and progress records for faculty review.

Classroom Safety Response Simulation 📅 June 2026

A routine school day can change quickly. Practiced first aid, emergency response, supervision, privacy, and communication across realistic classroom scenarios.

LEADERSHIP & AWARDS

- Dean's List, Tacoma Community College, Spring 2026
- Student Achievement Award for Inclusive Education Coursework, 2026
- Academic Excellence Recognition, Child Development Studies, 2025

CERTIFICATIONS

- Education Testing Service Paraeducator Assessment, Qualifying Score 📅 2026
- CPR and First Aid Certification 📅 2026
- Secure Training 📅 2026
- Valid State of Washington Driver License 📅 2025

PROFESSIONAL AFFILIATIONS

- Peer Study Group Coordinator, Paraeducation Program, 2026
- Campus Accessibility Volunteer, 2025 to 2026
- Student Service Learning Participant, Inclusive Education Activities, 2026

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST