

Brianna Kramer

Special Education Instructional Assistant

📞 (804) 555-1846 ✉️ brianna.kramer@example.com

🌐 linkedin.com/example/briannakramer 📍 Richmond, VA 23225

STRENGTHS

- ♥️ **Calm behavior support**
During escalations, used Safety Care practices and steady communication, helping students return safely to learning.
- 📋 **Instructional follow through**
Teacher planned activities became accessible through clear prompting, visual schedules, and patient small group support.
- 🧑 **Student dignity**
Personal care and mobility assistance stayed respectful and private, even during demanding transitions or stressful moments.
- 👥 **Team communication**
Shared useful observations with teachers, families, and specialists, giving teams clearer direction for daily support.
- ⚙️ **Reliable classroom systems**
Prepared materials, records, and data logs ahead of activities, so classroom routines stayed ready when plans shifted.

SKILLS

Special Education Support
Autism Spectrum Disorder
Safety Care Behavior Support
Instructional Reinforcement
Personal Care
Wheelchair Assistance
Student Transfers
Classroom Management
Progress Data Word Processing
Data Processing
Audiovisual Equipment

SUMMARY

Special education instructional assistant with five years supporting elementary **students with disabilities** in inclusive and specialized classroom settings. Reinforces **teacher directed instruction**, carries out assigned interventions, and builds predictable routines that improve access, participation, and daily independence. Provides calm **behavior support** for students with **Autism Spectrum Disorder**, including visual schedules, prompting, reinforcement, sensory supports, and Safety Care practices. Assists with personal care, wheelchair positioning, mobility, and trained student transfers while protecting dignity and safety. Communicates clearly with teachers, families, related service providers, and health staff during conferences, transitions, field activities, and team meetings. Uses word processing, data processing, audiovisual equipment, and confidential documentation tools. Associate degree, CDA credential, Safety Care Training, and qualifying paraprofessional assessment support continued service in safe, welcoming learning environments.

EXPERIENCE

Special Education Instructional Assistant

Riverbend Elementary Academy 📅 August 2023 to Present 📍 Richmond, VA

Supports elementary students with individualized academic, behavioral, communication, functional, and personal care needs across classroom and school settings. Works under teacher direction while coordinating with families, related service providers, and health staff.

- Reinforced literacy, math, communication, and functional lessons through small group and individual instruction.
- Applied visual schedules, prompting, reinforcement, and sensory supports for students with **Autism Spectrum Disorder**.
- Used **Safety Care** techniques during escalation, protecting student dignity and classroom safety.
- Provided **wheelchair** positioning, mobility assistance, **personal care**, and trained student transfers.
- Recorded observations and progress information using **word processing** and **data processing** tools.
- Coordinated transitions, field activities, accommodations, and routines with teachers, families, and health staff.

Instructional Aide, Special Education

Oakview Learning Center 📅 September 2021 to June 2023 📍 Midlothian, VA

Supported teacher planned instruction, behavior routines, personal care, and supervised access for groups of **children** with developmental and learning disabilities. Prepared classroom resources and shared objective observations during family conferences and staff planning.

- Reinforced teacher planned lessons by adapting materials and pacing within instructional plans.
- Used choice making, redirection, and positive reinforcement to restore productive classroom participation.
- Prepared audiovisual materials, learning stations, office documents, and student data logs.
- Assisted meals, movement, **positioning**, **personal care**, privacy, sanitation, and safety procedures.
- Monitored students across **classrooms**, cafeteria, gym, auditorium, **recreation areas**, and outings.
- Shared objective observations during family conferences, staff training, and team meetings.

Classroom Support Assistant

Bright Horizons Child Development Center 📅 October 2020 to August 2021 📍

Chesterfield, VA

Supported supervised learning and care for young children through developmentally appropriate routines, activity preparation, positive guidance, daily living assistance, and clear communication with lead teachers and families.

Family Communication

Personal Care Support

LANGUAGES

English Native

Spanish Beginner

MY CAREER

0
MONTHS

- Supported supervised learning routines that strengthened communication, classroom safety, and early participation.
- Prepared literacy, motor, and social emotional activities under lead teacher direction.
- Used positive guidance and age appropriate redirection during play, meals, and group learning.
- Recorded attendance, activity notes, and developmental observations using office software.
- Assisted daily living routines, safe movement, lifting, **positioning**, sanitation, and supervision.
- Built respectful family relationships through clear handoffs, attentive listening, and consistent follow through.

PROJECTS

Inclusive Classroom Access Program 📅 2024

Created a coordinated classroom support approach using visual schedules, sensory supports, prompting, and reinforcement strategies. Improved predictable transitions and helped students participate across academic and functional activities.

Student Mobility and Safety Support 📅 2023

Applied trained positioning, wheelchair assistance, transfer, and Safety Care practices across active school environments. Supported safer movement, personal dignity, and calm responses during stressful student situations.

LEADERSHIP & AWARDS

- Paraprofessional Assessment qualification, score 468, 2021
- Safety Care Training completion, 2025
- Recognized by classroom teams for calm support during behavioral escalation and student transitions

EDUCATION

Associate of Applied Science in Early Childhood Development

J. Sargeant Reynolds Community College 🎓 GPA: 4.0 📅 2020 📍 Richmond, VA

Coursework: Child development, instructional planning, behavior guidance, classroom safety

CERTIFICATIONS

- Child Development Associate 📅 2020
- Safety Care Training 📅 2025
- Paraprofessional Assessment, Score 468 📅 2021

TECHNICAL SKILLS

- **Instructional Support:** Teacher directed instruction, intervention programs, small group learning
- **Behavior Support:** Positive reinforcement, redirection, visual schedules
- **Autism Practices:** Autism Spectrum Disorder, sensory supports, prompting
- **Safety Training:** Safety Care, crisis response, behavior protocols
- **Student Mobility:** Wheelchair assistance, positioning, student transfers
- **Personal Care:** Daily living support, sanitation, privacy
- **Classroom Technology:** Audiovisual equipment, classroom technology, office equipment
- **Productivity Software:** Word processing, data processing, confidential records
- **Communication Systems:** Family communication, staff meetings, parent conferences
- **Learning Environments:** Classrooms, cafeterias, gyms, recreation areas

PROFESSIONAL AFFILIATIONS

- Collaborative member of elementary special education classroom teams
- Partnered with families, related service providers, and health staff around student access

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST