

Luciana Payne

📞 (808) 555-4621 ✉️ luciana.payne@example.com 💼 linkedin.com/example/lucianapayne 📍 Pearl City, HI 96782

SUMMARY

Special education teacher with five years of **K to 6** classroom experience supporting learners with varied learning, behavioral, communication, and access needs. Holds a Hawaii teaching license with Special Education authorization and **National Board Certification** as an **Exceptional Needs Specialist**. Plans individualized instruction, develops measurable IEP goals, facilitates meetings, monitors progress, and coordinates accommodations with families, general education teachers, and **student support** professionals. Uses classroom evidence, assessment results, and work samples to adjust instruction while maintaining accurate documentation and required timelines. Calm professional judgment supports dependable routines, inclusive access, productive collaboration, and clear family communication. Ready to contribute practical classroom experience, student centered planning, and reliable case coordination within a supportive school community.

EXPERIENCE

Special Education Teacher, Grades K to 6

July 2024 - Present

Leeward Learning Charter School

Pearl City, HI

Manage individualized instruction and case coordination for an elementary special education caseload. Support IEP implementation, inclusive instruction, family communication, **progress monitoring**, documentation, and timely collaboration across classroom and student support teams.

- Aligned daily instruction with **IEP** goals and grade level expectations across an elementary caseload.
- Facilitated annual **IEP meetings** using performance evidence to shape measurable goals and service plans.
- Designed scaffolded literacy and mathematics lessons for small group and **individualized instruction**.
- Maintained progress records and documentation during reporting cycles for clear family updates.
- Coordinated classroom **accommodations** with teachers before lessons and resolved implementation questions promptly.
- Prioritized student needs, **family communication**, documentation, and team follow through during shifting deadlines.

Special Education Teacher

August 2022 - June 2024

Oahu Student Support Academy

Aiea, HI

Delivered specialized elementary instruction for learners with IEPs while coordinating case documentation, family meetings, classroom access, individualized supports, and progress reviews. Connected assessment evidence with practical instructional decisions and dependable school routines.

- Used student data and observations to select accessible instruction and monitor skill development.
- Drafted present level statements, annual goals, accommodations, and progress updates from assessment evidence.
- Led structured IEP discussions with caregivers and staff using clear, accessible language.
- Adapted general education assignments while preserving core objectives for participation with grade level peers.
- Established predictable routines and individualized supports for smoother transitions across each school day.
- Managed overlapping meetings, instruction, and documentation deadlines through weekly case planning.

Special Education Teacher, Grades K to 5

August 2021 - July 2022

Island View Elementary Collaborative

Kailua, HI

Provided supervised **special education instruction** for K to 5 learners while preparing targeted lessons, documenting progress, implementing accommodations, and coordinating student centered planning with teachers, **families**, and experienced colleagues.

- Prepared targeted lessons from IEP goals and teacher provided grade level materials.
- Collected work samples, curriculum measures, and observation notes for team progress reviews.
- Prepared IEP materials and presented classroom evidence during family and educator meetings.
- Implemented documented accommodations during classroom and small group instruction with colleague guidance.
- Created organized lesson and case files linking plans, evidence, and required records.
- Built productive family relationships through concise updates and dependable follow through.

PROJECTS

Inclusive Literacy Access Initiative 📅 2024

Adjusted literacy materials, classroom routines, and individualized supports so learners could participate meaningfully with grade level instruction.

Student Progress Evidence System 📅 2023

Connected work samples, observations, assessment results, and progress updates, giving teams clearer evidence for instructional decisions.

LEADERSHIP & AWARDS

- National Board Certification, Exceptional Needs Specialist, earned 2025.
- Hawaii Teaching License, Special Education authorization, earned 2021.

- Leadership through annual and reevaluation IEP facilitation with families and multidisciplinary school teams.

EDUCATION

Bachelor's Degree in Special Education

2021

University of Hawaii at Manoa GPA: 4.0

Honolulu, HI

Coursework: Special education, instructional planning, student assessment, classroom management

CERTIFICATIONS

- Hawaii Teaching License, Special Education 📅 2021
- National Board Certification, Exceptional Needs Specialist 📅 2025

TECHNICAL SKILLS

- **Special Education:** IEP services, individualized instruction, student support
- **IEP Documentation:** Present levels, annual goals, service plans
- **Instructional Planning:** Lesson planning, explicit instruction, scaffolded materials
- **Student Assessment:** Work samples, curriculum measures, classroom observations
- **Progress Monitoring:** Skill tracking, reporting cycles, evidence review
- **Classroom Supports:** Accommodations, transitions, predictable routines
- **Inclusive Education:** Grade level access, classroom participation, inclusion supports
- **Family Engagement:** Family communication, meeting facilitation, educational planning
- **Collaboration:** General education teams, caregivers, student support professionals
- **Professional Standards:** Hawaii teaching license, Hawaii Teacher Standards Board, National Board Certification

SKILLS

- | | | | |
|-------------------------------------|------------------------------|--------------------------|-----------------------------------|
| • Special Education | • Individualized Instruction | • Inclusive Education | • Documentation |
| • Grades K to 6 | • Accommodations | • Classroom Management | • Multidisciplinary Collaboration |
| • Individualized Education Programs | • Progress Monitoring | • Student Assessment | • Professional Judgment |
| • IEP Meeting Facilitation | • Family Communication | • Instructional Planning | |

PROFESSIONAL AFFILIATIONS

- Collaborated with general education teachers and student support professionals across inclusive classrooms.
- Built family partnerships through clear updates, respectful planning conversations, and reliable follow through.

LANGUAGES

- English (Native)
- Spanish (Intermediate)

ADDITIONAL INFORMATION

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

REFERENCES

AVAILABLE ON REQUEST