Katelyn Schaffner

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# SKILLS SUMMARY

Creative Pre-service teacher with multiple years of experience related to children within elementary and middle school environments. Highly adept in designing lessons and activities that promote social, physical and intellectual growth. Well-versed in aspects of classroom management, including establishing rules, managing behavior, maintaining students’ attention and creating a positive climate for learning.

* Classroom management
* Differentiated instruction
* Multi-tasking skills
* Excellent communication
* Flexibility with sudden change
* Strong interpersonal skills

# EDUCATION

The University of Mary

* Fall 2016-Spring 2019
* **Will complete Bachelor’s Degree in Elementary Education on April 27, 2019**
* **Completed a Minor in Special Education**
* **3.6 GPA**
* Qualified for Dean's List Fall of 2017, Spring of 2018, and Fall of 2018
* Received and complied with North Dakota Academic Scholarship each semester

Minot State University

* Spring 2016
* Completed two semesters and 18 credit hours of **Spanish Education**
* Maintained a GPA of 3.7

Bismarck State University

* Fall 2014-Fall 2015
* **Received Associates Degree in Liberal Arts, December 2015**
* Completed numerous credit hours in Spanish and general courses
* Maintained a **GPA of 3.6 or higher every semester**
* Scholarships received: North Dakota Academic, Athletic Volleyball, Pass the Hat, and Kelby Indergard Memorial, Scholarship recipient

St. Mary’s Central High School, Bismarck

* **Received High School Diploma, April 2014**

# RELATED EXPERIENCE

**6th Grade Volleyball Coach, Light of Christ Catholic Schools, Bismarck, ND**

* February 2018, January-March 2019
* Collaborated with administration, parents, and players
* Planned and orchestrated practice routines, drills, and organization
* Supported 2 different teams and individual players in a game and practice atmosphere

**8th Grade Volleyball Coach, Simle Middle School, Bismarck, ND**

* August 2017-October 2017

**Special Education Paraprofessional, Solheim Elementary School, Bismarck, ND**

* August 2016-July 2017
* Completed 20 hours of Paraprofessional Training and Certification
* Became certified in Crisis Prevention Institution (CPI) practices
* Assisted students with Emotional and Behavioral Disorder with personal and self-help needs
* Adapted general education curriculum for students with EBD, learning, and intellectual disabilities using a wide array of instructional techniques and technologies
* Administered wide range of developmental tests, including subject specific assessments, to determine student competency levels and develop learning plans
* Consulted with teachers on classroom adaptations, instructional modifications, adaptive equipment, behavior modification plans
* Created and maintained accurate student records, including grade books, progress reports, attendance records, and behavior and discipline records
* Devised strategies to effectively monitor and follow-up on students in inclusive classroom settings
* Collected and assessed student performance data to measure progress towards IEP goals and objectives

**Special Education Paraprofessional, Pioneer Elementary School, Bismarck, ND**

* January 2018- March 2018
* In addition to experiences listed above, supported students with diverse backgrounds, ethnicities, socioeconomic statuses, and learning needs

**Childcare Professional, Early Childhood Learning Center, Bismarck, ND**

* May 2016-August 2016
* Accompanied groups of children on field trips and ensured safety
* Communicated with team and manager with daily updates and special needs
* Coordinated with supervisor to implement new activities
* Educated younger children on living behaviors and skills
* Assisted educational programs for kids aged 2-11

# ADDITIONAL INFORMATION

* + Nannied and babysat for multiple families in the Bismarck-Mandan area for children of many ages.

**REFERENCES**

Mr. Lynn Wolf, Supervising Instructor

Former Principal to multiple schools in the Bismarck-Mandan Area

701-527-4663

lmartinwolf@gmail.com

Mrs. Shanna Scott, Special Education Instructor

Victor Solheim Elementary, Emotional and Behavioral Disorder Resource Room

701-426-7878

shanna\_scott@bismarckschools.org

Mrs. Amber Geiger, Cooperating Instructor

Third Grade Elementary Teacher, St. Mary’s Grade School

701-527-5215

ageiger@lightofchristschools.org

Mrs. Nancy Dietz, AP English Instructor

Current English Instructor at St. Mary’s Central High

701-426-1948

fracandtom@bis.midco.net