

# Andrea R. Shaffer

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## OBJECTIVE

To apply my strengths—creativity, community involvement, passion for teaching, and integration of technology—as a Secondary English educator.

## EDUCATION

- ♦ Bachelor of Arts in English—Secondary Education  
Pennsylvania Instructional Level I Certification in English (7-12)  
West Virginia Instructional Certification in English
- ♦ Graduated from Grove City College – May 2013  
QPA: 3.67 / 4.00  
Honors: Magna Cum Laude, Honors in English, Dean’s List with Distinction



## TEACHING EXPERIENCE

*8<sup>th</sup> Grade Language Arts Teacher*      *Trap Hill Middle School - Glen Daniel, WV*      *Sept 2013 - Present*

- ♦ Designed Common Core-aligned lesson plans for three 90-minute classes of Language Arts during the first semester and six 45-minute classes of specialized Reading instruction during the second semester to over 140 8<sup>th</sup> grade students.
- ♦ Monitored student achievement on quarterly county and state assessments to deliver data-based instruction targeting specific content objectives where student success could improve.
- ♦ Developed an effective classroom management plan incorporating purposeful use of technology during the iRaleigh County initiative, which occurred when each student in the county was given his or her own iPad for school use during the 2013-2014 school year.
- ♦ Utilized a variety of technologies on the iPad to strengthen Language Arts instruction, including apps such as iBooks for teacher-made classroom books, Pages for word processing software, Notes for note taking, and many more.
- ♦ Designed and regularly updated a classroom website (missshaffer.weebly.com) to both communicate with parents and host classroom materials, including lessons, project instructions, and make-up work.
- ♦ Participated in a number of extracurricular activities and professional committees, including Leadership Team, Cheerleading, Common Core Curriculum Mapping Team, Tutoring, Safety Committee, and the 2014 Wildcats Talent Show.
- ♦ Worked closely with the Special Education instructor to develop appropriate lesson plans, objectives, and evaluations for eleven students with IEPs in one inclusion class of 8<sup>th</sup> grade Reading.

*Student Teaching*      *Grove City Middle School*      *January - May 2013*

- ♦ Designed a classroom management plan through collaboration with my supervising teacher for six classes of 8<sup>th</sup> grade English.
- ♦ Incorporated many different instructional techniques to accomplish Common Core objectives, including cooperative learning, improv, discussion, student presentations, learning games, and more.
- ♦ Participated in after-school activities, such as chaperoning dances and volunteering at school fundraisers.
- ♦ Sought expertise from Special Education instructors and developed both inclusive and differentiated learning experiences and evaluations for students with IEPs.
- ♦ Assisted five students in a twice-weekly RTI program to motivate student effort and boost individual grades.
- ♦ Conducted bi-weekly Olweus anti-bullying workshops for 28 students in 8<sup>th</sup> grade. Workshops included team-building activities, peer support groups, class discussions, and more.

# TEACHING EXPERIENCE

*Summer Teacher*

*Creative Learning Christian School*

*Summer 2013*

- Created weeklong enrichment camp unit plans and facilitated a creative, student-centered learning environment for elementary and secondary students.
- Evaluated individual learning levels and provided appropriate progress goals for students with special needs.

## *Specialized Training and Field Experiences*

- ♦ Designed lessons and provided remedial instruction during a research project unit for high school special needs students at George Jr. Republic. *(Fall 2012)*
- ♦ Delivered class instruction, collaborated with a classmate, and assisted the cooperating teacher with classroom responsibilities for students in 11<sup>th</sup> grade American Literature at Grove City High School. *(January - April 2012)*
- ♦ Developed an innovative, cross-curricular English and Art unit plan to teach a popular adolescent novel to 6<sup>th</sup> grade students at Grove City Middle School. *(April 2012)*
- ♦ Evaluated student writing performances and provided remedial tutoring for 5<sup>th</sup> grade students. *(March 2012)*
- ♦ Observed inclusive classrooms, evaluated student competencies, and delivered remedial lessons on literary techniques for 8<sup>th</sup> grade reading. *(December 2011)*
- ♦ Observed and assisted middle school teachers in a variety of subject fields, including English, Reading, History, Art, Home Economics and special needs classrooms. *(May - June 2011)*
- ♦ Observed multicultural classrooms and assessed student essays at Beaver Falls Middle School. *(December 2010)*

*Summer Tutoring*

*Harrisville, PA*

*June - August 2011*

- Provided instruction in reading, writing, and note-taking skills for three individual students in 4<sup>th</sup>, 6<sup>th</sup>, and 8<sup>th</sup> grade.
- Evaluated specific student needs and provided remedial instruction as necessary to meet individual goals.
- Established effective communication with parents.

# EMPLOYMENT

*Giant Eagle Customer Service*

*Slippery Rock, PA*

*Apr 2010 - Sept 2013, Summer 2014*

- ♦ Organized and recorded all store sales and respected all company confidentiality policies.
- ♦ Supervised and effectively managed cashiers and other employees in the store.
- ♦ Created innovative posters, displays, and announcements to increase store sales.
- ♦ Designed company charts and spreadsheets to improve operational efficiency.
- ♦ Provided customer assistance in a variety of areas, such as providing services to customers with disabilities and responding to and solving customer concerns.

*Additional Work Experience*

*Slippery Rock, PA*

*2000 - 2013*

- ♦ Cooper's Lake Campground | Summers 2009 - 2014
- ♦ Dairy Queen | May 2007 - Oct 2009
- ♦ Slippery Rock Baptist Camp | Summers 2005 - 2009
- ♦ Shaffer Greenhouses | Dec 2000 - Jun 2005