

# Tina Cappelluti

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## EDUCATION

North Park University - Chicago, IL April 2014 - May 2015

ESL Endorsement

Concordia University - River Forest, IL December 1994 - May 1996

B.A., Early Childhood Education

Type 04 Teaching Certificate

## PROFESSIONAL EXPERIENCE

**Special Ed Classroom Assistant** - Oriole Park school, Chicago, IL Sept 2015 - present

- \* Assist Sped teacher in reinforcing efforts with children with various disabilities, in accordance with their IEP.
- \* Provide one-on-one tutoring to reinforce learning concepts.
- \* Assist teacher in maintaining written records of student's behavior and progress.

**Camp Site Coordinator** - Park Ridge Day Camp, Park Ridge, IL June 2014-August 2014

- Establish a climate of teamwork among staff. June 2015-August 2015
- Provide counselors with activities that allow campers to have a safe, fun, and memorable experience.
- Communicate with parents on issues involving behavior and attendance as well as addressing any concerns.

**Intervention Specialist** - Oriole Park School, Chicago, IL November 2012 - June 2014

- Apply interventions to students assigned to Tiers 2 and 3.
- Progress monitor students using EasyCBM and STAR Reading.
- Consistently record interventions and progress test scores in intervention logs.
- Act as a member of the RTI committee, collaborating weekly to ensure the program is running efficiently.

**Pre - K Teacher** - Oriole park School, Chicago, IL Aug. 2013-Nov. 2013 & Aug. 2014-June 2015

- Develop and implement thematic lesson plans utilizing age - appropriate materials.
- Enhance given curriculum by creating engaging hands on Math, Science, Literacy, and Art centers.
- Prompt student's motivation, participation, and listening skills through positive reinforcement.

- Analyze student performance using portfolios.
- Administer various testing including GOLD and REACH.

**Director of Education** - Sylvan Learning, Chicago, IL *September 2010-September 2014*

- Establish relationships between parents and classroom teachers to ensure Sylvan curriculum meets student's needs.
- Prepare progress reports, detailing child's strengths and areas of concern.
- Monitor each student's program to ensure goals are being met.
- Supervise staff to maintain smooth flow of instruction.
- Create weekly schedules.
- Hire and train staff.
- Track student's accounts, tuition, and scheduling.
- Drive and optimize the sales process and ongoing marketing activities to surrounding communities.

**Tutor** - *Sylvan Learning, Chicago, IL November 2003- Present*

- Monitor student's progress and assign skills as necessary.
- Taught students (ages 4- adult), skills based on their individualized learning plan.
- Motivate students and build confidence by using positive reinforcement.
- Administer California Achievement tests and ACT tests.

**Family Leave**

*July 2001- November 2003*

**First Grade Teacher** - *James Giles School, Norridge, IL July 2000-July 2001*

- Implemented first grade curriculum to a self- contained classroom.
- Used various teaching strategies to reach all types of learning styles.
- Integrated areas of the curriculum using thematic units.
- Evaluated student's progress and generated quarterly reports.
- Communicated with parents, acknowledging achievements, as well as areas of concern.

**First Grade Teacher** - *St Priscilla School, Chicago, IL August 1998-July 2000*

- Designed and implemented lessons to meet Illinois State standards.
- Managed all facets of first grade learning environment including classroom management and instruction.
- Provided daily small group instruction to students through guided reading, literacy, and Math.
- Assessed student's performance through presentations, assignments, and exams.

**Pre - K Teacher** - *St Priscilla School, Chicago, IL August 1996-August 1998*

- Develop and implement age appropriate lessons, fostering academic and social growth.
- Incorporate hands on activities to engage children.
- Integrate all subject areas through thematic units based on children's interests.
- Communicate with parents, offering many opportunities to assist in the classroom.

**References available upon request**