

ELSA LUBIN

Career Objective

Seeking a position as a tutor in a professional setting where I can showcase my skillsets and enhance the academic experience of students.

Education

Master of Arts in Educational Leadership, Florida Atlantic University, Boca Raton, FL, May, 2015

Bachelor of Science in Telecommunication, University of Florida (College of Journalism and Communications), Gainesville, FL, December, 2007

Associates of Arts, University of Florida

- Minor in Communication Studies
- Outside concentration in Business Administration

Leadership Experience

Professional Development on effective reading strategies
Member of Professional Development Team
Literacy coaching continuum to support teachers
Member of Lake Worth Middle School Leadership Team
School Advisory Council (SAC) Secretary (2014 - Present)
Marzano Administrative Observation Certification (Level 1)
Creation of Marzano scales in alignment with standards and instruction
Completion of Aspiring Leaders Program (March 2016)
Admission into Single School Culture Coordinator Pool
Conduct Learning Team Meetings (LTMs) with the teachers
Acting assistant principal in the absence of an administrator
Member of Professional Learning Communities
Member of School Based Team (SBT)
Lead summer Algebra I Academy (2014)
Lead collaborative planning with the teachers
Lead school-wide literacy events
Lead organization of school-wide tutorials
Clinical education trained
Mentor to new teachers

Leadership Highlights

- Annual gains among students in the lowest 25% in Reading reflected in state assessment
- Generates a climate of high expectations among teachers
- Create and deliver professional development to teachers
- Engages in data analysis with teacher to improve instruction
- Assists teachers in implementation of Florida Standards
- Monitors pacing of the district scope and sequence
- Schedules teachers for district assessments (FSQs & USAs)
- Ensures that the School Improvement Plan reflects the literacy needs of the school
- Uses the coaching continuum to monitor and provide effective feedback to teachers
- Participates in PLCs, working collaboratively with teachers
- Provides resources to support instruction (including differentiated instruction)

Work Experience

Reading Coach, Lake Worth Middle School, Lake Worth, FL Aug. 2013 – Present

- Coaching teachers with the use of the literacy coaching continuum
- Analyzing data as it applies to the school
- Providing teachers with necessary professional development
- Facilitating and coordinating mandatory testing
- Conduct research to provide teachers with content knowledge about best practices in reading

Reading/Language Arts Teacher, John I. Leonard High School, Greenacres, FL, Nov. 2008 – Aug. 2013

- Write and execute lesson plans with grade appropriate assignments that reflect the state standards
- Examine the strengths and weaknesses of students and create differentiated instruction suitable to meet the academic needs of the students

- Monitor student data frequently in order to drive instruction
- Collaborate with colleagues to improve lessons and instructional strategies

Substitute Teacher, Palm Beach County School District, West Palm Beach, FL, Jan. 2008 – Nov. 2008

- Assist students in learning the assignments left by the teacher in best way possible
- Demonstrate strong interpersonal communication with the students
- Research important current events information to discuss with students
- Supervise and chaperone community involvement activities with students

Assistant to Metadata Coordinator, Digital Library Center (University of Florida), Gainesville, FL, Jan. 2004 – Dec. 2007

- Responsible for proofreading and reviewing texts before they are placed online
- Create online table of contents for books
- Assist in Quality Control with editing of images
- Facilitate in digital archival process

Software Skills

Microsoft Office (Excel, Word, PowerPoint, Publisher, etc.)
 GradeQuick
 Adobe Photoshop
 Scholastic Achievement Manager (SAM)
 Reading Plus
 TERMS

Languages

English
 St. Lucian Creole

Certifications

Social Science (6-12)
 English (6-12)
 Reading Endorsement (K-12)
 ESOL Certification in progress
 Educational Leadership (All Levels)

Activities & Hobbies

Palm Beach County Reading Council (2013 – Present)
 International Literacy Association (2012 – Present)
 Florida Reading Association (FRA) (2012 – Present)
 Association for Supervision and Curriculum Development (ASCD) (2014 – Present)
 School Advisory Council (SAC) (2010 – Present)
 Caribbean Educators' Association (2009 – Present)
 University of Florida Alumni Association
 Mentor to students
 Tutoring
 Reading, writing, exercising, traveling

References:

Available upon request