[Your Name]

[City, State] | [Phone] | [Email]

SUMMARY

[Classroom aide, paraprofessional or school office assistant] with [number] years working with [grade levels, for example K to 5] students. I support teachers with small groups, supervise lunch and recess, and [handle attendance and front office calls, if true].

SKILLS

- Working with small groups and one-on-one with students
- Supervising lunch, recess and hallways
- Supporting students with IEPs under a teacher's direction
- Attendance records and front office phones
- [A second language, if you speak one]

EXPERIENCE

[Instructional Aide or Paraprofessional], [School or district]

[City, State] | [Month Year] to Present

- Work with groups of [number] students on reading and math practice planned by the teacher.
- Supervise lunch and recess for about [number] students a day.
- Help [number] students with IEPs follow their accommodations during class.
- Prepare materials and keep the classroom ready before the bell.

[Previous job, for example Childcare Worker or Substitute], [Employer]

[City, State] | [Month Year] to [Month Year]

- [What you did with children or in an office, starting with an action word.]

CLEARANCES AND CERTIFICATIONS

[Background check or fingerprint clearance, if completed], [Year]
[Paraprofessional test, college credits or certificate, if you have one]
[CPR and first aid], valid through [Month Year]

EDUCATION

[High school name, or GED program], [City, State]
[High school diploma or GED], [Year]