Grace Simmons
Special Education Teacher Assistant

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WORK EXPERIENCE

Warren Consolidated Schools - Special Education Teacher Assistant

2021 - current   Warren, MI

- Collaborated with the special education team to customize Ablenet BlueSky activities to align with students' Individualized Education Plans (IEPs), **boosting IEP goal attainment rate by 29%**.
- Directed quarterly reviews of IEPs to ensure alignment with instructional practices, reducing errors by 17%.
- Built visual schedules and communication boards using Boardmaker software for students with autism spectrum disorders, resulting in a 14% rise in task completion.
- Employed voice-activated commands and shortcuts in Dragon NaturallySpeaking for common classroom tasks, saving an average of 26 minutes per instructional period.

Flint Community Schools - Substitute Teacher

2018 - 2021   Flint, MI

- Integrated Google Workspace applications such as Google Docs and Slides to create interactive lesson plans, **cutting down student absenteeism by 38%** on days when engaging lesson plans were implemented.
- Used Canvas assignment calendars and scheduling features to help students manage their academic workload, slashing events of late submissions by 27%.
- Assisted students' social-emotional development with restorative practices and conflict resolution techniques, resulting in a 22% decrease in disciplinary referrals.
- Leveraged Read&Write's annotation tools to facilitate close reading, leading to a 19% improvement in student performance on standardized reading assessments.

Oakland Schools Intermediate School District - Teacher's Aide

2016 - 2018   Waterford, MI

- Organized 6 educational field trips such as museums, gaining a satisfaction rating of 4.8/5 from students.
- Helped students with technical issues during Zoom classes, resolving 93% of issues within 7 minutes, minimizing disruptions to learning.
- Implemented focused approaches based on Lexia Core5 data to address specific skill deficits, lowering the number of students identified as at-risk for reading failure by 46%.
- Developed a PBIS Rewards system personalized to fit a variety of student populations, leading to a **32% upswing in positive behavior recognition** among students.

EDUCATION

Michigan State University - Bachelor of Science, Special Education

2014 - 2018   East Lansing, MI

SKILLS

Zoom; Google Workspace; Read&Write; Ablenet BlueSky; IEPWriter; Boardmaker; Canvas; Dragon NaturallySpeaking; PBIS Rewards; Lexia Core5