

KYLA POTTER

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Professional Summary

Compassionate Substitute Teacher with distinguished knowledge of child development. Skilled at working closely with students to maintain progression and control behavioral issues. Committed to keeping up with lesson plans while keeping classrooms fun.

Skills

- Basic Skills Teaching
- Small Group Support and Assistance
- Clear and Direct Communication
- Positive Reinforcement Strategies
- Creating a Safe Learning Environment
- Encouraging Participation and Inclusivity
- Development of Social Skills
- Understanding of Content
- Lesson Plan Implementation
- Positive Learning Environment
- Coordinating with Teachers and Specialists

Work History

Substitute Teacher, 02/2022 to Current

Olympia School District – Olympia, WA

- Followed classroom plans left by class teacher to continue student education and reinforce core concepts.
- Upheld classroom routines to support student environments and maintain consistent schedules.
- Repeatedly requested as substitute teacher by teachers based on excellent past referrals and trusted performance.
- Kept students on-task with proactive behavior modification and positive reinforcement strategies.
- Supervised lunchroom and recess activities.
- Took notes and prepared reports on school day activities to provide to primary teacher.
- Organized and cleaned teaching areas after daily use to maintain high standards for returning teachers or other substitutes.
- Provided instruction for students in core subject areas.
- Collaborated with teaching staff to implement coordinated educational strategies and student support networks.
- Leveraged classroom discussion strategies to engage students, promote topics and boost learning opportunities.

Paraeducator, 02/2022 to Current

Olympia School District – OLYMPIA, WA

- Assisted teachers and worked individually with students with special needs, helping each

navigate education system.

- Monitored student classroom and outdoors activities to promote student safety.
- Delivered personalized educational, behavioral and emotional support to individual students to enable positive learning outcomes.
- Assisted teachers with classroom management and document coordination to maintain positive learning environment.
- Collaborated with teachers to help with classroom and workload management.
- Monitored classroom to observe students' progress in developing skills as well as manage distracting or inappropriate behavior.
- Kept classrooms clean, neat and properly sanitized for student health and classroom efficiency.
- Oversaw students in classroom and common areas to monitor, enforce rules and support lead teacher.
- Tailored lesson plans for students with emotional and cognitive disabilities.
- Collated classroom materials to help teachers prepare for daily instruction and activities.

Education

Bachelor of Arts: Early Childhood Education, 12/2006

The Evergreen State College - Olympia, WA

Associate of Arts: Early Childhood Education, 08/1999

Walla Walla Community College - Walla Walla, WA

Additional Information

I am a mother of four, ages 18 to 7 years old. Three of my children are on IEP's and needed extensive speech therapy. My oldest child has special needs and will be part of the transition program. I have years of experience in IEP meetings, and working with teachers and specialist to devise a plan that will help support the continued learning growth of my children. I believe this experience helps me understand and relate more clearly with other children who have IEP's and/or difficulties with speech.