

Gloria Gutierrez

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Objective:

To increase my academic training and practical work experience as an effective educator in order to improve the outcomes of students attending Tacoma Public Schools, primarily at the Middle and High School levels.

Education:

- **Associate of Arts in Liberal Arts-Arts and Humanities**
West Valley College, Saratoga, CA 2012-2014
- **Bachelor of Arts in Liberal Arts**
Evergreen State College, Olympia, WA 2018-2021

Relevant Experience: (Full work history is available upon request)

Emergency Substitute Teacher, March 2022-Present

Tacoma Public Schools, Tacoma, WA

- Maintain classroom control while promoting a positive and respectful learning environment in keeping with the methods, rules and any other standards set by the regular teacher.
- Enact all aspects of lesson plans provided by absent teachers, while also improvising additional lessons/activities as time requires.
- Engage with any students having issues completing their work.
- Notate at the end of each class what lesson components were completed, as well as giving feedback on general behavior of class, for the teachers review on their return.
- On request and without notice voluntarily forgo planning period in order to cover for additional teacher absences beyond those scheduled.

AVID Program Tutor, Sept. 2017-Present

Tacoma Public Schools, Tacoma, WA

- Administer group (3-10 student) tutorials in line with AVID program procedures and standards, with the goal of teaching students to improve critical thinking and classroom performance.
- Promoting writing, organization, and collaboration to students as strategies for academic success.
- Complete TRF (Tutorial Request Form) with students in line with AVID guidelines.
- One-on-one tutoring as needed for struggling students.
- Above duties performed at three schools in Tacoma, including Gray Middle School (Title I), Baker Middle School (Title I), and Mount Tahoma High School.

Tutoring Club, Aug. 2014-July 2017

Scotts Valley, Watsonville, and Capitola, CA

- Tutoring students (K-12) in groups of 1-3 in varied subjects including reading, writing, math, social studies, and French language.
- As dictated by student need, administered proprietary lessons from Tutoring Club Program, engaged in homework help, or personalized/tailored specific lessons for students.
- Effectively communicated with parents about student progress.
- In Capitola location, responsible for opening/closing procedures, data inputting, and managing electronic parent communications and scheduling.

References:

- **Paul Gerbyshak**
Transition Specialist, Mount Tahoma High School, 4634 S. 74th Street, Tacoma, WA 98409
Phone: (253) 571-3771
- **Megan Capes**
World History Teacher, Mount Tahoma High School, 4634 S. 74th Street, Tacoma, WA 98409
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