

CATHERINE BIEBERICH

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PROFESSIONAL SUMMARY

Energetic gifted specialist genuinely interested in and respectful of young people. Passionate about teaching and committed to maintaining up-to-date knowledge in the field.

SKILLS

- Curriculum development
- Behavior management systems
- Learning assessments
- Individualized Learning Plans
- Certified English and German teacher for grades 6-8
- 16 years of teaching ELA
- Analysis of test results and growth of student achievement

WORK HISTORY

Accelerated Learner Coordinator and Instructor

Endeavor Charter Academy - 380 N. Helmer Rd., Springfield, MI 49037

09/1999 - Current

- Administered and graded tests and assignments to evaluate students' progress.
- Communicated objectives for all lessons, units and projects to students and their parents.
- Integrated technology into the classroom as an instructional tool, such as the Smartboard.
- Established positive rapport with all students and parents through home calls, emails and the Parent Teacher Club.
- Planned and supervised class projects, field trips and visits by guest speakers.
- Identified signs of emotional or developmental problems in students.
- Provided one-on-one attention to students, while maintaining overall focus on the entire group.
- Assisted four children per station during small-group learning periods.
- Supported 25 classroom teachers in implementing a developmentally-appropriate curriculum for a group of identified students.
- Instructed up to 120 students individually and in groups.
- Adapted teaching methods and materials to meet students' varying needs and interests.
- Met regularly with parents and guardians to discuss children's progress.
- Encouraged interactive learning by incorporating educational software and the Internet.
- Planned and implemented creative lessons in accordance with district, county, state and federal guidelines.
- Encouraged students with special academic interests to fully pursue those subjects.
- Worked with other teachers and administrators to evaluate and revise academic programs.
- Pursued professional development continually by attending educational conferences and teacher training workshops.
- Fostered team collaboration between students through group projects.
- Assessed students' reading levels using Leveled Reading Passages.
- Drafted lesson plans and submitted them for review and feedback in a timely manner.
- Preserved the confidentiality of student records and information at all times.
- Created a classroom environment in which children could learn respect for themselves and others.
- Boosted cultural awareness by incorporating children's literature from cultures around the world.
- Fostered oral language development and critical thinking skills during literary discussions.

Educational Consultant

Battle Creek Public Schools - 3 Van Buren West, Battle Creek, MI 49017

09/1997 - 06/1999

- Oversaw daily office operations for staff of 25 employees.
- Composed and drafted outgoing correspondence and reports for managers.
- Reduced overhead by taking on more responsibility with creative and administrative projects.
- Supported CFO through personal document management, calendar organization and collateral preparation for meetings.
- Assisted in preparing reports and paperwork for parent-teacher conferences.
- Supported 25 classroom teachers in implementing a developmentally-appropriate curriculum for a group of identified students.
- Identified warning signs of emotional or developmental problems and reported to parents.
- Reported on student progress, behavior and social skills to parents.
- Developed homework assignments, units, and assessments and wrote corresponding keys.

EDUCATION

Bachelor of Arts: English, German, Elementary Education

Western Michigan University - Kalamazoo, MI

1983

Master of Arts: Multicultural Gifted Education, Elementary Education

Western Michigan University - Kalamazoo, MI

2003