

ANJU CHUGH

PROFESSIONAL SUMMARY

Versatile Special Education paraeducator with focus on individual student needs across academia and emotional development.

Proficient in employing constant communication, patience and positive reinforcement in team efforts to deliver exceptional educational tools, fostering academic achievement.

Extensive experience creating innovative lesson plans and comfortable learning environments.

Coordinate well with classroom teachers with supportive strategies for behavior management and lesson accommodations for students.

Successful at working with students from diverse backgrounds.

Empathetic and accommodating in design and implementation of hands-on lessons, catering to diverse learning abilities.

ACHIEVEMENTS

Passionate and effective educator with experience helping students to improve their language vocabulary, science, math, social studies, reading comprehension & writing.

Bringing forth several years of experience, combined with a passion for serving as an effective educator and helping students to achieve their curriculum goals by implementing tools like art and creative imagination.

SKILLS

- Lesson Modification
- Differentiation Techniques
- Reinforce lessons by reviewing material one-on-one and in small groups
- Language Building Activities
- Private ESL Teacher
- Private Elementary Tutor

WORK HISTORY

- PRIVATE TUTOR** 02/2020 to Current
Self, Online
- Teaching Conversational & Vocabulary English to business professionals via Zoom, in Japan, Vietnam & India.
 - Tutor students to develop deeper comprehension of English course materials and better understanding of assignments to improve academic success.
 - Prepare students for English language standardized testing by providing strategies to overcome test anxiety and enhance academic capabilities.
 - Teaching English to foreign younger students via cooking, art and conversation.
 - Support students with helpful study habits and exam strategies.

- Utilize positive reinforcement to encourage and motivate students.
- Work independently with meticulous attention to detail.
- Design engaging lessons, using art and visual aids to enhance learning process.
- Improv students' skills in diverse subjects by applying phonics and creative writing techniques.

SPECIAL EDUCATION INSTRUCTIONAL AIDE 09/2000 to Current

Palo Alto Unified School District, Palo Alto, CA

- Assist teachers and worked individually with students with special needs, helping each navigate education system.
- Monitor classroom to observe students' progress in developing skills as well as manage distracting or inappropriate behavior.
- Document behaviors, implemented interventions and treatment results.
Collaborate with teachers to help with classroom and workload management.
- Verify classroom operations and curriculum complied with district's IEP standards.
- Develop and managed instructional materials and reports.
- Maintain positive attitude and affirmatively communicated with each student.
- Support teacher in development of individual learning strategies.
- Offer student support through special accommodations, extra assistance and assessments.
- Conduct small group and individual classroom activities with students based on differentiated learning needs while carrying out IEP goals.
- Ready students for lifelong success by offering rich educational experience in engaged environment.
- Provide instructional, behavioral, and other support to students and peers, in and outside of classroom.
- Support students to become independent learners so students no longer need individualized attention.
- Collaborate with teacher to create customized classroom environment integral to students' needs.
- Oversee class of students in absence of instructor.
- Communicate with teachers and other district personnel to assist in evaluating progress and implementing IEP objectives.
- Respond to emergency situations to resolve immediate safety concerns or direct appropriate personnel for resolution.

SUMMER & AFTER SCHOOL CAMP 03/2015 to Current

Artandsoulpa.com, Palo Alto, CA

- Private Business www.artandsoulpa.com
- Teaching Art, Mindfulness, Yoga & Cooking to adults and children
- After School Enrichment program with PAUSD and Private Summer Camps
- Improve observational skills, develop drawing, painting and sculptural techniques
- Teaching scriptwriting, creating & voice-over puppet show production along
- Visual Art & Multicultural Culinary skills incorporating mindfulness.
- Used Microsoft Word and other software tools to create documents and other communications
- Maintained fun, learning-focused atmosphere by smoothly handling conflicts and developing culture centered around collaboration and personal responsibility
- Supervised camper and team safety by issuing clear directives for ideal behaviors and required monitoring strategies
- Recruited, trained and managed team of 6 instructors
- Built and deepened positive relationships with parents and after school staff.

- Handled administrative and business management needs for busy camp with as many as 25 children in attendance each summer season
- Oversaw team of counselors and support team members
- Promoted camp across Bay Area and foreign students, skillfully coordinating social media, print ads and website content
- Assigned work to staff, set schedules and motivated strong performance in key areas
- Administered First Aid and CPR to participants in distress
- Oversaw personal and professional calendars and coordinated appointments for future events

SPECIAL EDUCATION INSTRUCTIONAL AIDE 06/2000 to 03/2007

Alum Rock School District

- Assisted teachers and worked individually with students with special needs, helping each navigate the education system.
- Documented behaviors, implemented interventions, and treatment results. Collaborated with teachers to help with classroom and workload management.
- Supported teachers in the development of individual learning strategies. Offered student support through special accommodations, extra assistance, and assessments.
- Provide instructional, behavioral, and other support to students and peers, in and outside of the classroom.
- Supported students to become independent learners so students no longer need individualized attention.
- Responded to emergency situations to resolve immediate safety concerns or direct appropriate personnel for resolutions.
- Collaborated with teachers to create customized classroom environments integral to students' needs
- Alerted instructor to student behavior or issues requiring intervention
- Interacted physically and verbally with students throughout each day

EDUCATION

TEFL Academy, United Kingdom, UK

Diploma of Higher Education (DipHE), Level 5 Diploma/ Diploma of Higher Education,, 11/2021

Level 5 TEFL course, 168hr TEFL Diploma. Teaching English to all age groups.

30 Hr. Business English for professionals.

Diploma of Higher Education (DipHE), a foundation degree, CELTA (Certificate in Teaching English to Speakers of Other Languages) and Trinity CertTESOL (Certificate in Teaching English to Speakers of Other Languages) qualifications.

Teaching Business English students conduct or would like to conduct business with English-speaking companies or who use English as a shared language with companies outside the Anglosphere.

Mindful School, Oakland, CA, USA

MEE Certificate, Mindful Teacher, 01/2016

- Training in Mindfulness in classroom, K-12
- Creating a safe place for our kids to learn might begin with creating some space for them to breathe.
- Mindfulness skills improve memory, organizational skills, reading and math scores, all while giving kids the tools they need to handle toxic stress

CBEST, California

Certificate, Education, 03/2015

Passed CBEST with proficiency in reading, writing, comprehension & math.

San Jose City College, San Jose, CA, India

Computer Graphics, Graphic Design, 09/2005

Adobe Photoshop, Illustrator and In design

South Delhi Polytechnic, Delhi, India

Bachelor of Arts, Commercial Art, 05/1985

Diploma in Design, Typography, Illustration, English, Drawing & Sketching

ADDITIONAL INFORMATION

- Conducted language surveys to determine the needs of the students. Placed students in programs that best suited their needs and skills. Implemented lessons that consisted of skill-building techniques for reading, writing, listening, and speaking. Fostered small group and individual lessons. Guiding through with the help of best techniques and strategies for mainstream learning.
- Bringing forth several years of experience, combined with a passion for serving as an effective educator and helping students to achieve success and provide instruction that met the needs of all students. Facilitate social interaction among students.
- Designed lessons for individual learners based on their current skill-set and needs.
- Worked independently with peers to promote teaching techniques. Created and fostered a trusting atmosphere where students felt comfortable and supported.

LANGUAGES

Hindi

Native or Bilingual

Punjabi

Native or Bilingual

WEBSITE, PORTFOLIO, PROFILES

- www.artandsoulpa.com

ABOUT ME

I am a passionate, driven and hard working single parent. My two daughters are highly accomplished in their respective fields. I love to cook fancy meals, paint, swim and hike. On my days off my friends, family, a dog and cat keep me busy. I love to enjoy small moments in life.