Saranya Sivakumar

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Professional Summary

Dynamic Pre Kindergarten Assistant Teacher at Primrose School of South Lebanon, skilled in behavior management and parent-teacher communication. Enhanced student engagement through hands-on activities, fostering academic success and social development. Collaborated effectively with faculty to design lesson plans, ensuring a safe and supportive learning environment for all students.

Skills

- Small group instruction
- Behavior management
- Faculty collaboration
- Art and music instruction
- Physical education support
- Classroom restocking
- Student support
- Regulatory compliance
- Parent-teacher communication
- Logistics
- School policies and procedures
- Safety and supervision
- Time management abilities

Work History

Pre Kindergarden Assistant Teacher, 08/2022 - 05/2025

Primrose School of South Lebanon – OH, USA

- Assisted lead teacher in providing individualized attention to students, resulting in improved academic performance.
- Supported lead teacher in organizing field trips, enhancing real-world connections to classroom content for increased understanding.
- Supported student physical, mental, and social development using classroom games and activities.
- Created visually appealing bulletin boards that showcased student work and reinforced key concepts from lessons.
- Oversaw students in classroom and common areas to monitor, enforce rules, and support lead teacher.
- Established positive relationships with parents through effective communication, fostering parental involvement in their children"s education.
- Developed strong rapport with students by demonstrating genuine care for their well-being and academic success.

- Kept students on-task with proactive behavior modification and positive reinforcement strategies.
- Completed daily reports, meal count sheets, and attendance logs.
- Worked with teachers to design lesson plans and coordinate activities for classes.
- Monitored student progress regularly, using assessments to adjust instructional strategies as needed for optimal learning outcomes.
- Kept records of student progress for teachers and parents and made notes on behavior, grades, comprehension, and personal growth.
- Increased student engagement by incorporating hands-on activities and group projects into the curriculum.
- Supervised recess, lunch and daily student intake and dismissal.
- Ensured a safe and supportive learning environment by enforcing classroom rules and addressing behavioral issues promptly.
- Supported use of educational technology in classroom, enhancing learning experience.
- Conducted educational games and activities to reinforce learning concepts in enjoyable manner.
- Supported students with special needs, implementing strategies to facilitate their participation and learning.
- Assisted in maintenance of classroom records, ensuring accurate tracking of attendance and grades.
- Helped students explore concepts with engaging, learning-focused activities.

Education

Mater of Computer Application: Computer Science, 05/2008
Kongunadu Arts And Science College - Coimbatore, India

B. Com Computer Application: Computer Applications, 05/2005
Kongunadu Arts And Science College - Coimbatore, India

Languages

English



Upper intermediate (B2)

Tamil



Bilingual or Proficient (C2)