

# Shelley D. Duncan

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## CAREER OBJECTIVE

To obtain a position in an elementary or middle school classroom with an emphasis towards mathematics, in an environment that is sensitive to individual needs and encourages creativity. Strong interest in a variety of extracurricular activities and coaching basketball.

## EDUCATION

St. Norbert College, De Pere WI  
Bachelor of Arts Degree, May 2009  
Major: Elementary Education Minor: Mathematics  
Certification: Middle Childhood - Early Adolescents

## TEACHING EXPERIENCE

Student Teaching Experience, Webster Elementary, Green Bay, WI, Fall 2008

- Taught nine weeks in a 3<sup>rd</sup>/4<sup>th</sup> grade split classroom
- Created and taught lessons in all subject areas
- Worked with students from diverse backgrounds and special needs
- Participated in parent teacher conferences
- Prepared and implemented four different Guided Reading groups
- Differentiated assignments for special education students
- Attended IEP meetings
- Incorporated hands on activities to encourage student learning
- Facilitate a variety of classroom management techniques

Student Teaching Experience, De Pere Middle School, De Pere WI, Fall 2008

- Taught nine weeks in eighth grade Algebra, Math, and Science.
- Managed classroom behaviors to promote student learning
- Worked well with fellow teachers and administration
- Participated in parent teacher conferences
- Planned and implemented interactive lessons
- Supervised student dance, Mandatory Opportunity to Learn sessions, and volleyball games
- Helped created a change in the math paradigm to eliminate gaps in an individual students learning
- Attended parent meetings, team meetings, and staff development seminars

Junior Field Experiences, Bayview Middle School, Howard-Suamico WI, Spring 2008

- Team taught a group of students for two weeks on diversity and racism
- Assisted in creating a WebQuest for student use
- Used iClickers to obtain student survey results at the end of the two weeks

Sophomore Block Experience, Anne Jackson Elementary School, Green Bay WI, Spring 2007

- Created interactive lessons on adding, subtracting, multiplying and dividing decimals
- Aided a special education student during large group lessons
- Worked with Guided Reading groups
- Attended an IEP meeting

Reading Tutor, Anne Jackson Elementary School, Green Bay WI, Spring 2008

- Worked one on one with a 2<sup>nd</sup> grade student to improve her reading skills
- Tested the student's reading abilities using running records
- Developed and executed lesson plans based on the student's individual needs

## **CAREER RELATED WORK EXPERIENCE**

Teacher Assistant, St. Norbert College Children's Center, August 2007 – Present

- Work part time during the academic year supervising children ages 2 ½ - 5 years old in all aspects of their daily activities
- Summer 2008 worked full time as a Teacher Assistant in Kids Kamp for children ages 5 – 8 years old
- Supervised students on field trips and activities in the community
- Planned and implemented activities and lessons in a variety of subject areas.

Tutor, Private Family, De Pere WI, October 2007 - Present

- Assist a now 9<sup>th</sup> grade student in Algebra, Physical Science, English, and Spanish
- Create study guides and instructional aides to prepare student for tests
- Teach alternative methods of learning

Nanny, Private Family, De Pere WI, September 2007 – Present

- Assist in caring for 2 young children
- Occasional overnight and weekend stays
- Create educational and interactive projects

Summer Nanny, Private Family, De Pere WI, June 2007 – August 2007

- Cared for two elementary aged children during the work day
- Planned daily activities based around academic learning and physical activity
- Assisted in household chores and family appointments

Marion House, September 2006 – December 2007

- Tutored teenage mothers
- Assisted with childcare

VIRTUS Training, Spring 2007

## **ADDITIONAL EXPERIENCE**

Student Office Assistant, St. Norbert College Facilities Department, June 2005 – May 2007

- Assisted in typing, filing, answering phones, customer service, and running pick-ups
- Managed emergency situations as they arose

Food Service, St. Norbert College Packer Camp, Summer 2003 - 2007

- Prepared meals for Green Bay Packers players, coaches and staff
- Interacted with a diverse group of people

## **COACHING EXPERIENCE**

Girl's Basketball Coach, Summer 2006 – 2008

West De Pere High School Varsity Summer Leagues

- Provided leadership to high school students
- Coached winning seasons during all three summers
- \*Communicated with Varsity Head Coach to maintain the team's philosophy

Girl's Assistant Basketball Coach, November 2005 – March 2006

Our Lady of Lourdes 8<sup>th</sup> Grade

- Led the team to win the league championship game
- Planned practices based on the needs of team
- Helped execute game plan with head coaches