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EXPERTISE SKILLS

- IEP management
- transition planning
- advocacy
- collaboration
- data analysis
- vocational support

LANGUAGES

- English
- Spanish
- French

CERTIFICATION

- Master of Arts in Special Education, University of Riverside, 2012

REFERENCES

John Smith

Senior Manager, Tech Corp
john.smith@email.com

Sarah Johnson

Director, Innovation Labs
sarah.j@email.com

Michael Brown

VP Engineering, Solutions Inc
mbrown@email.com

MICHAEL ANDERSON

INDIVIDUAL EDUCATION PLAN SPECIALIST

Compassionate and experienced Individual Education Plan Specialist with a focus on high school students. Over 9 years of experience in special education, I have successfully guided students through their educational journeys by creating individualized plans that address their unique needs. My expertise lies in collaborating with teachers, counselors, and families to enhance educational outcomes and prepare students for post-secondary opportunities.

PROFESSIONAL EXPERIENCE

Riverside High School

Mar 2018 - Present

Individual Education Plan Specialist

- Created and monitored individualized education plans for over 75 high school students with disabilities.
- Conducted annual reviews and facilitated IEP meetings with parents and educators.
- Collaborated with vocational counselors to support students in career planning and job readiness.
- Developed transition plans that prepared students for life after high school.
- Trained staff on the legal aspects of special education and IEP implementation.
- Advocated for necessary accommodations to support student success in academic settings.

Hilltop Academy

Dec 2015 - Jan 2018

Special Education Case Manager

- Managed a caseload of students, ensuring compliance with IEP goals and objectives.
- Conducted evaluations to assess student needs and support services.
- Facilitated communication between families and educational staff to align goals.
- Implemented behavior management strategies to promote positive student behavior.
- Organized training sessions for teachers on differentiated instruction techniques.
- Increased student participation in extracurricular activities by 25% through tailored support.

ACHIEVEMENTS

- Recognized for increasing high school graduation rates among students with disabilities by 15%.
- Developed a mentorship program that connected students with successful alumni.
- Awarded 'Best Practices in Special Education' by the State Education Board.