

LEENA DSOUZA
Elementary English Teacher
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SUMMARY

Energetic, adaptable, and compassionate educator with **thirty-five years of teaching experience** in Early Years, Kindergarten, First to fourth-grade Elementary / Primary Classrooms. **Recognized for creative lesson plans, strong technical skills, and personalized approach to learning.** Seeking an opportunity to return to teaching but this time in a new country immersing myself to global change, cultures, people and experiences. 'Change is the only constant'

TEACHING EXPERIENCE

Third Grade English Class Teacher | Kokilaben Dhirubhai Ambani Reliance Foundation School (KDARFS) | Jamnagar, Gujarat, India | July 14th 1997 - November 30th 2023 (25 Years)

Taught Common Core curriculum to a self-contained classroom of 33+ third grade students.

- **Designed interactive, learner-focused lesson plans** around the English subject, also worked on subjects including Math, Social Studies, Environmental Science reading, and Science, in compliance with state standards
- Assigned relevant reading, homework, and class projects to reflect daily lessons
- Prepared and graded weekly written and oral quizzes and monthly exams
- Cultivated inclusive classroom environment by fostering sensitivity and awareness of different cultural, racial, ethnic, religious, and socioeconomic backgrounds
- Collaborated with parents and school administrators regarding student progress, social and behavioral issues, and learning objectives
- **Assessed students' skills to determine special needs and developed Individualized Education Programs (IEPs);** regularly shared progress updates with parents and counselors. Handled students with Dyspraxia, Dyslexia and Dysgraphia autism challenges.
- Adapted lessons to teach various subjects, including reading, writing, and math; focused on basic literacy and communication skills for students with severe disabilities

Key Achievements

- Incorporated practice tests and test-taking tutorials, **resulting in a 15% improvement in STAR reading and 21% improvement in STAR overall scores.** 71% students received an academic result of first division or more during my teaching career.
- **Promoted to Elementary School (Grade 2nd and eventually to Grade 3rd and Grade 4th) from Kindergarten as a Mother Teacher** teaching all four major subjects English, Maths, Environmental Science (EVS), and Hindi.
- Successfully **Worked As (Acting) Assistant Head Coordinator of Elementary School for the duration of one year.** Trained 18 teachers in the department.
- **Became a Team Leader of English in the Elementary school department** overlooking the activities and developments in the subject teaching methodologies.
- **Introduced student-directed learning strategies,** including “Watch & Learn” and inculcating values, morales and manners through weekly “Short Stories Narration” “Puzzle-Making” ,

and other fun drawing, chart paper craft activities resulting in a 40% improvement in classroom participation grades.

Kindergarten Teacher | St. Pauls Higher Secondary School | Indore, Madhya Pradesh | July 1984 - April 1994 (10 Years)

Managed Upper Kindergarten (UKG) grade classroom of 30+ students.

- **Assessed 700+ students'** teaching them the **art of LSRW: Listening** carefully and patiently to the teacher & others; **Speaking:** Thinking & Speaking the correct words by looking at images, narrating short stories & talking; **Reading:** Understanding & **Usage of Phonics** through books, blackboard, smart board and various tools; **Writing:** Formation of letters, spacing & line concept when using the notebook.
- Conducted various sports, arts & crafts activities like on Germination, Animal Kingdom, Types of Houses for Manking & Animals, fancy dress competitions, Poem Recitation and more.
- Managed teacher's assistant and classroom volunteers

Key Achievements

- Increased student reading and comprehension skills, improving individual student reading levels by at least one grade level each year

EDUCATION & CERTIFICATIONS

<u>Degree/Diploma</u>	<u>Institution</u>	<u>Year</u>
Diploma In Pre & Primary Teaching	Asian College of Teachers (ACT)	2017-2018
Diploma In Elementary Education (D.El.Ed)	National Institute of Open Schooling (NIOS)	2017-2019
Certificate in Teaching of English (CTE)	Indira Gandhi National Open University	2016-2017
Bachelor of Arts In English Education	Christian College Indore Madhya Pradesh	1985-1988
Diploma In Montessori	Madhyamik Shiksha Mandel Bhopal Madhya Pradesh	1983-1984
High School - Secondary & Higher Secondary Education	St. Raphaels Higher Secondary School Indore Madhya Pradesh	1967-1983

TECHNICAL SKILLS

MS Office Suite, Google Suite, Mac/PC, Tablet, Blackboard, Smart Board,, Dropbox, Social Media, CANVA, Adobe, iMovie