

Stella P. Arbelaez

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Experience

Oct. 2015- Present

Substitute teacher, Lake County School District, FL

- Provide instruction to students ages K-12 in mainstream and special education classrooms as requested.
- Follow lesson plans as provided by classroom teacher.
- Ensure student's safety at all times while in school.
- Provide enrichment opportunities as necessary when lesson plans allow.

Sept. 2013 - Dec. 2013 Bilingual Buds Immersion School. Summit NJ

Teacher. Staff position.

- Provided instruction in fluent, spoken Spanish
- Reported to Spanish curriculum Specialist
- Evaluated and graded student's progress
- Designed age appropriate lessons in the following areas: Science, ages 3/4, Computers: grades K - 5th grade, Art: ages 3/4 and grades K - 5th grade, after school Spanish: Pk-4th grade.

Sept.2008 - Nov.2009 Workshops Investing in Socializing Homeschoolers (WISH)

Pasadena, CA. Volunteer Teacher (Spanish and Art)

- Planned and executed lesson plans that excited and engaged students ages 5-8.
- Substituted for older group art teacher as needed.

Jan. 2006 - Jan.2007 Burbank Unified School District Burbank, CA

Instructional Technology Media Specialist. Classified staff position.

Regular duties included but were not limited to:

- Under the direction of the Principal, performed a variety of support duties; demonstrated and assisted teaching staff in the use of computers, software, and multimedia equipment; maintained technology media center materials and equipment; performed clerical duties as assigned.
- Created school documents, graphic and video presentations as requested.
- Receive new materials for Technology Media Center; sort, stamp, catalog, label, reinforce, make backup copies of computer software and store/shelve appropriately.
- Maintain inventory of current records related to technology media center.
- Communicate with software companies regarding software problems as needed.
- Maintain library catalog system, system network and system backup.
- Perform a variety of clerical support duties such as typing, filing and duplication.
- Researched, coordinated and setup for curriculum web sites appropriate for teacher use.
- Troubleshoot problematic computer hardware/software as needed.

- Demonstrated the proper use of multimedia equipment for classroom technology and set up equipment for classroom use.
- Served on job related committees as assigned.

Sept.2006 - Dec.2006 Burbank Unified School District Burbank, CA
Instructional Assistant, Special Education. Classified staff position.

Regular duties included but were not limited to:

- Tutored individual student reinforcing instruction as directed by the teachers.
- Conferred with teachers concerning programs and materials to meet student needs.
- Directed group activities of students as assigned.
- Participated in meetings and inservice training programs as assigned.
- Performed related duties as assigned.

Jan 2005 - June 2005 Child Education Center La Canada, CA
Teacher Assistant, 4 year old room. Classified staff position.

Regular duties included but were not limited to:

- Conducted classroom activities that promote the social, developmental and educational growth of preschool aged children.
- Participated in planning and supervising daily and long range activities.
- Was responsible for children's health, safety and physical needs.
- Recommended supplies and equipment needed for the educational program.
- Communicated with parents about children's progress and problems in a daily basis.
- Helped maintain attendance records.

July 2004 - Dec. 2004 Burbank Community YMCA Burbank, CA
Interim Director, Childcare Services. Salaried position.

Responsibilities included but were not limited to:

- Managed and motivates the preschool team (including: hiring, firing, performance management and recognition duties)
- Acted as a liaison between the preschool and all other departments, communicating relevant information to desk staff as needed.
- Established, monitored and analyzed the preschool budget
- Developed and implemented preschool policies and procedures
- Wrote a monthly preschool newsletter
- Ordered any supplies needed for the preschool
- Conducted departmental meetings
- Performed other duties as assigned

2003June - 2004 Burbank Parks and Recreation Department Burbank, CA
Teacher, Spanish and Art (volunteer and hourly)

- Designed, planned and executed Spanish language and art lessons for children ranging from 2.5 to 6 year old.
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Education

UCLA University of California Los Angeles, CA
Basic and Advanced Core Certificate in Early Childhood Education
on going, work in progress.

FIT,SUNY Fashion Institute of Technology New York, NY
Bachelor of Applied Fine Arts in Illustration
Associate in Applied Science in Fashion Illustration

Languages

Fluent written and spoken Spanish, conversational Italian.

Computer Literacy

Microsoft Office (Excell, Word, Outlook, Power point)
Notions of Adobe Photoshop, Illustrator and Dreamweaver
Webdesign with Google internet & support applications

Affiliations

Girl scouts of America. Member and volunteer troop leader, 2005-2013
Motion Picture Screen Cartoonists Union, member

Available upon request

Fingerprinting clearance, TB Test, Physician's report and/or references. Will renew CPR as needed