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TARA A. FISHER

33 stony Hill Path

Smithtown, New York 1 1787

Cell: (516) 410-5269/ Home: (631) 656-0172/tfisherjr@aol.com

BUSINESS

EXPERIENCE DEVELOPMENTAL DISABILITY INSTITUTE

Teaching Assistant- Level I 2019-June 2023

- * Assist teacher in implementing IEP's
- * Collect student behavior and performance data
- * Conduct insructional activities
- * Create materials to aid in teaching
- * Supervise students for safety

THE FISHER LAW FIRM P.C. Port Jefferson, NY
Paralegal/Office Administrator 2015-2019

- * research public data on county websites
- * NILS re: properties subject to litigation
- * schedule appointments, maintain office supplies, field phone calls for attorney

TOUCHDOWN ABSTRACT Islip, NY
Manager 2012-2015

- * Title Work including typing title reports and reading surveys * Prepare Deeds

HSBC BANK USA New York, NY
Assistant Manager 1997-2002

- * assistant manager of Manhattan bank branch, Y^d Avenue
- * supervisor for tellers, openings, closings, safe, bank wires, customer accounts

EDUCATION

HOFSTRA UNIVERSITY Uniondale, NY
* Bachelor's Degree, International Business — 1997 1993-1997

ACTIVITIES

Chairperson-Fundraising for Smithtown West volleyball team

Member of Parent-Teacher Association

Committee Chair-Spirit Wear Committee-Accompsett Middle School

Purchaser and Designer of Spirit Wear

Committee Chair- Arts in Education Committee-Accompsett Middle School

Committee Co-Chair-Color Run-Accompsett Middle School

Committee Co-Chair- Fundraising- Smithtown Elementary School

Committee Co-Chair-Arts in Education Committee-Smithtown Elementary School

Class aid; reader; special visitor; event planner

Transition Specialist 3

* Provide oversight, guidance, and training for staff in the Children's

Smithtown, NY Day Program regarding working in the TEEM Lab Current

* Develop lesson plans and necessary materials for student use

* Provide hands on instruction to students as needed

* Provide necessary documentation for quarterly and team meetings

* Maintain accurate inventory system for the lab

* Present at staff meetings, in-services and staff conference days, as needed

* Ensure TEEM Lab environment is an appropriate and safe learning environment

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Shelby Miller

8 Ande ct
Blue Point, NY 11715

(631) 741-4170
CERTIFICATIONS

EXPERIENCE

South Shore Home Health Services, Inc., Oakdale, NY — home

health aide - Specialized in Cerebral palsy October 2014 - March 2020

Duties would include :

- Monitor patient condition by observing physical and mental condition, intake and output, and exercise.
- Supports patients by providing assistance with personal services, housekeeping and laundry services; shopping for food and other household requirements; preparing and serving meals and snacks; running errands.
- Helps patients care for themselves by teaching use of a cane or walker, special utensils and methods to eat, special techniques and equipment for personal hygiene.
- Records patient information by making entries in the patient journal; notifying the nursing supervisor of changing or unusual conditions.
- Maintains a safe, secure, and healthy patient environment by following standards and procedures; maintaining security precautions; following prescribed dietary requirements and nutrition standards.

Lance Berlin D.P.M. Podiatry, Islip, NY -Medical Administrative

October 2017 - October 2018

Duties would include :

- Manage scheduling of appointments, operations and procedures, communicate with patients and families to facilitate care.
- Enter patient demographics into the EHR system.
- Communicated with Practitioners and Verifying insurance, precertification, and prior approval with multiple insurance carriers while protecting patient's privacy according to HIPAA regulations.
- Organize and maintain a clean, efficient, and confidential work environment.

Developmental Disabilities Institute, Inc. , Smithtown, NY- Teaching Assistant July 2021- /Transition Specialist December 2021-

Duties include :

- Assist the classroom teacher in directly implementing IEP's and Behavior Support Plans (BSP) unique to each student's needs.
- Collect student behavior and performance data in the ACE system.
- Use of ABA (Applied Behavior Analysis) and IT (Incidental teaching) style learning
- Maintain a safe learning environment while assisting in conducting instructional activities helping with the safety and supervision of students using SCIP
- Teaching students Activities For Daily Living (ADLs) in school and the public.

- American Heart Association CPR/BLS Provider
- Vasamed SensiLase Certified
- NYS SPED TA
- DASA

EDUCATION

BayPort-Blue Point HS ,

Bayport, NY — Degree

September 2009 - June 2012

Dowling College,

Oakdale, NY — Partial Degree

September 2012 - December 2014

Humanities club

Psychology club

Suolk County Community

College, Brentwood, NY

September 2018 -

LANGUAGES

- English ●
Partial ASL

VOLUNTEER WORK

Annual Food and Toy Drive At the First Presbyterian Church of Oyster Bay

Handmade Gifts for Hospitalized Children Stony Brook Children's Hospitals

Volunteered Time Cold Spring Hills Center for Health & Rehabilitation

8 Ande ct

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Blue Point, NY 11715
(631) 741-4170

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304 Herbert Place
Bethpage, NY 11714
516-410-5180
mccoy1724@yahoo.com

MCCOY, MEGAN

OBJECTIVE HIGHLY EXPERIENCED AND DEDICATED PROFESSIONAL WITH OVER TWO DECADES OF EXPERTISE IN FOSTERING THE DEVELOPMENT AND GROWTH OF INDIVIDUALS WITH AUTISM. COMMITTED TO ADVOCATING FOR INCLUSIVE OPPORTUNITIES, I BRING A DEEP UNDERSTANDING OF THE SPECIFIC NEEDS OF THIS POPULATION AND THEIR FAMILIES. AS A SKILLED TEAM LEADER WITH A PROFICIENCY IN MANAGING COMPREHENSIVE VOCATIONAL AND TRANSITION PROGRAMS, I AIM TO LEVERAGE MY EXPERIENCE AND PASSION TO FURTHER ENHANCE THE QUALITY OF LIFE AND EDUCATIONAL OUTCOMES FOR ALL INDIVIDUALS.

CERTIFICATIONS SCIP-R
American Heart Association CPR and First Aid/AED
NYS Certified Teacher Assistant

WORK HISTORY DEVELOPMENTAL DISABILITIES INSTITUTE / SMITHTOWN NY AND HUNTINGTON NY
July 2003 – Present
Certified Teacher Assistant July 2003-Present
Behavior Support Worker October 2008-April 2017
Vocational and Transition Coordinator May 2017- Present
Respite Program Manager June 2010 – Present

EDUCATION EDUCATION BACHELOR OF SCIENCE IN CHILD AND FAMILY STUDIES | STATE UNIVERSITY OF NEW YORK, COLLEGE AT ONEONTA, ONEONTA, NY | AUGUST 1998- JANUARY 2002

Lorraine Maiello

TRANSITION SPECIALIST

19 Wessel Lane, Medford,
NY-11763

631-566-6580

rnymaiello@optonline.net

OBJECTIVE

Adaptable professional with 19.5 years of experience and a proven knowledge of behavior management, behavior modification, and advocacy. Aiming to leverage my skills to successfully fill the Full time Special Education Aide role at DDI.

EDUCATION —

SEAFORD HIGH SCHOOL
Seaford, NY (Jun 1992)

Certified in the following:

- CPR
- First Aid
- Choking and Aspiration
- Mandated Reporter
- HIPPA Privacy
- Infection Control
- Fire Safety Training

ADDITIONAL SKILLS —

- Certified Personal Trainer
- Youth Mentor

EXPERIENCE

SPECIAL EDUCATION TEACHERS AID, DDI Smithtown, NY
March 2022-Present
Prepare learning materials, adapt teaching support to student's needs and look after children's physical, social and emotional welfare.

SUPPORT WORKER IN COMMUNITY (COM HAB) HALO,
Amityville Oct 2018 – Feb 2022
Assist with life skills. Provide a ride. Help individual relate to workers in the community. Help aspire to achieve individual's goals to be independent. Encourage to join outside groups and participate in events related to interests and likes.

SUPPORT WORKER IN COMMUNITY (COM HAB) RCIL, Utica
Sep 2018 – Feb 2022
Assist with life skills. Provide a ride Help individual relate to workers in community. Help aspire to achieve individual's goals to be independent. Encourage to join outside groups and participate in events related to interests and likes.

BUS AIDE Patchogue Medford School District, 11772, NY / Sep
2013 – Feb 2022
Support special Ed students maintaining safety during the ride. Helping maintain proper behavior during the ride when challenges arise. Assisting physical disabilities board and disembark the bus when necessary. Try to maintain peace during chaotic situations for the students and drivers safety. Poses a friendly, patient attitude.

FS3 United States Coast Guard, Fort Myers Bch, FL / Sep 1995 -
Sep 1999
Certified Boarding team member -law enforcement Certified Crew member search and rescue.

REFERENCES

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Lauren Saxon 44 Wilson Ave • Deer Park, New York 11729
Phone: 347-886-8661 • E-Mail: LauNicSax50@gmail.com

Objective

Eager to apply academic and professional background towards a successful career in educating individuals with special needs. Seeking a placement in a special education, inclusion or direct care setting.

Education

Dowling College

September 2011- May 2016

Special Education Major, with a concentration in Psychology

Experience

Developmental Disabilities Institute

August 2016 – Current

- ❖ Complete required trainings related to Practical Assessment Exploration System (PAES)/ Transition Education Employment Model (TEEM) lab(s).
- ❖ Complete, and stay current with, all required training related to Point of Service (POS) system and any necessary documentation.
- ❖ Provide oversight, guidance, and training for staff in the Children's Day Program (CDP) regarding working in the PAES/TEEM lab and the student kitchen.
- ❖ Develop lesson plans for use in the student kitchen.
- ❖ Make and/or coordinate the development of necessary materials for student use in PAES/TEEM lab and student kitchen.
- ❖ Maintain, adapt, and organize the PAES/TEEM lab and kitchen materials.
- ❖ Ensure PAES/TEEM and kitchen environments are appropriate and safe learning areas.
- ❖ Provide hands on instruction to students as needed or as assigned.
- ❖ Complete all required data, attendance, and documentation, as per assignment, in the PAES/TEEM labs and kitchen.
- ❖ Provide necessary documentation, as needed, for quarterly and team meetings.
- ❖ Participate in team meetings with the vocational department, classroom team, etc., as needed.
- ❖ Present at staff meetings, in-services or on staff conference days, as needed.
- ❖ Coordinate with classroom teams, including related service staff, to make recommendations.
- ❖ Maintain accurate inventory system(s) for the lab(s).
- ❖ Maintain open communication with, and seek assistance, when necessary, from the Transition and Vocational Coordinator.
- ❖ Assist with other student related work and building assignments as needed, including bus duty.
- ❖ Assist in providing a supportive environment to ensure a successful lab experience for both staff and students.
- ❖ Be familiar with, and perform job duties in accordance with, all agency and division policies and procedures.
- ❖ Be familiar with, and act in accordance with, all policies and procedures in the CDP Handbook for Staff.

References

Megan McCoy (631) 266-5859

Supervisor

Heather McCarthy (631) 457-9689

Professional Mentor

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DIANE URBAN

EDUCATION

2007-2011

Bachelor of Arts in Psychology
James Madison University, Harrisonburg, VA

PROFESSIONAL EXPERIENCE

2009-2011

Volunteer

ARC Op Shop, Harrisonburg, VA

Worked one-on-one with adults with intellectual and developmental disabilities to improve prevocational skills, self-care, and social and communication skills.

2013-2015

Teacher Assistant

Developmental Disabilities Institute, Huntington, NY

- Assisted the teacher in directly implementing IEPs.
- Collected student behavior and performance data.
- Assisted in conducting basic instructional activities and helped with the safety and supervision of students.

2015-2023

Behavior Support Worker

Developmental Disabilities Institute, Huntington, NY

- Trained classroom staff on the implementation of student Behavior Support Plans.
- Provided behavior support and crisis intervention for students ages 5-21.
- Created and managed the use of visual tools for students (e.g. token economies, activity schedules, choice boards).
- Acted as lead classroom teacher in the absence of licensed special education teachers.
- Prepared documentation/assessments for CSE meetings.
- Led specialized in-house trainings.
- Assisted with overall program functions as needed.

2023-Present

Transition Specialist 3

Developmental Disabilities Institute, Huntington, NY

- Provide oversight, guidance and training for staff in the Transition Education Employment Model (TEEM) Lab.
- Provide hands-on instruction to students and complete all required data.
- Coordinate with classroom teams and related service providers.
- Develop curriculum and materials for use in the TEEM lab and Student Kitchen.
- Maintain inventory and organization of the TEEM lab.

PERMANENT ADDRESS

39 Bay Avenue
Huntington, NY 11743
(631) 944-0586
urbandv@gmail.com

CERTIFICATIONS

Teaching Assistant NYS Level III
SCIP Certified
First Aid/CPR Certified

AWARDS

Awarded Employee of the Month in 2015 by Developmental Disabilities Institute for taking on responsibilities beyond my job description.

SKILLS

Time management
Creativity
Organization
Problem solving
Leadership
Teamwork
Data collection

REFERENCES

Excellent professional references available upon request

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Angela Elizabeth Bottari

abotta3@gmail.com

978-201-1092

New York State Teacher Certifications and other Certifications

Professional Early Childhood Education

Professional Childhood Education

Professional Students with Disabilities (Grades 1-6)

SCIP-R Certified

CPR Certified

First-Aid Certified

Expiration February 2025

Expiration May 2026

Expiration April 2025

Degrees:

Anticipated: Advanced Certificate in Teaching and Learning with Technology

Master's of Science in Special Education with a concentration in Autism Spectrum Disorders

Bachelor's Degree in Early Childhood Educations

Bachelor's Degree in Childhood Education

Bachelor's Degree in STEM

Education:

Stony Brook University

Long Island University

Hofstra University

Experience:

Curriculum Coordinator

Developmental Disabilities Institute

May 2021- present

Parent Trainer

LIDC

January 2022-June 2023

Home ABA Therapist

LIDC

October 2021-June 2023

Special Education Teacher

Developmental Disabilities Institute

August 2018-May 2021

Skills

- Applied Behavior Analysis (ABA)
- Communication with parents
- Collaboration with other teachers or BCBAs
- Teaching ADL skills
- Teaching pre-vocational and vocational skills
- Behavior management
- Evaluating and changing teaching strategies if needed