Robert Smith Instructional Aide

[Today's Date]

[341 Company Address] [Company City, State xxxxx] [(xxx) xxx-xxxx] [hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager's Name],

I am writing to apply for the Instructional Aide position at XYZ School. I am a high school graduate with a degree in English and three years of experience working as a teacher's assistant in a special education classroom.

I have worked with students who have learning disabilities and physical disabilities, including deaf and hard-of-hearing students, students who are blind and visually impaired, students with autism and behavior issues, and students with intellectual disabilities. I am able to help children with their schoolwork, prepare teaching materials for teachers, assist with classroom management and discipline, supervise recesses and lunch periods, maintain student records and files, support teachers at field trips, substitute for absent teachers when necessary, perform clerical duties such as photocopying papers, grading papers, and filing papers.

Core Responsibilities & Achievements include:

- Worked on a team of 7 instructional aides to create daily schedules for students' IEPs that included math, reading, writing, social studies, and science.
- Implemented whole class lessons for children with autism and other disabilities.
- Conducted individualized instruction for a child with dyslexia and ADHD.
- Provided paraprofessional support to special education teachers in order to implement individualized education plans.

My passion is to work with children with special needs and to help them achieve their goals. I believe that my hands-on experience as an instructional aide will make me an excellent asset at your school. Please find more information about my qualifications in the attached resume. Thank you for your time and consideration; I look forward to speaking with you soon.

Sincerely, [Your Name]

Sample Recommendation For Instructional Aides

Winchell Smith

Sample Recommendation For Instructional Aides:

Expectations Upon the Duties of Teacher Aides LaVoneia Canada Steele, 1970

The schools and staffing survey recommendations for the future, Resources in Education ,1992-08 Outstanding Dissertations in Bilingual Education Recognized by the National Advisory Council on Bilingual Education, 1979 United States. National Advisory Council on Bilingual Education, 1980 Research in Education ,1974 Feasibility Study of the Use of the Acoustic Velocity Meter for Measurement of Net Outflow from the Sacramento-San Joaquin Delta in Office of Education Research Reports, 1956-65 Educational Research Information California Winchell Smith, 1969 Center (U.S.), 1967 Office of Education Research Reports Educational Resources Information Center (U.S.),1967 Office of Education Research Reports, 1956-1965 United States. Office of Education, Educational Research Information Best Practices in Writing Instruction Steve Graham, Charles A. MacArthur, Jill Center (U.S.), 1967 Fitzgerald, 2007-02-24 Highly practical and accessible this indispensable book provides clear cut strategies for improving K 12 writing instruction The contributors are leading authorities who demonstrate proven ways to teach different aspects of writing with chapters on planning revision sentence construction handwriting spelling and motivation. The use of the Internet in instruction is addressed and exemplary approaches to teaching English language learners and students with special needs are discussed The book also offers best practice guidelines for designing an effective writing program Focusing on everyday applications of current scientific research the book features many illustrative case examples and vignettes Office of Education Research Reports, 1956-65, ED 002 747-ED 003 960 Educational Research Information Center (U.S.).,1967 **Alaskan Eskimo Education** John Collier (Jr.),1973 Survey using film and tape of teachers and students in a wide range of schools in Alaska from schools in isolated Alaskan villages attended by only Eskimo to those in Anchorage where Eskimo Indian and Aleut are only 7% of the student body Trade and Industrial Education ,1972 OE [publication], 1967 Trade and Industrial Education; Instructional Materials Ohio State University. Center for Vocational and Technical Education, 1972 Children Today ,1976 Exceptional Child Education Resources, 1989 Abstracts of Instructional Materials in Vocational and Technical Education ,1972 **Feasibility Study: Behavioral Science Teacher Education Program** Michigan State University, 1970 Assessment and Evaluation Handbook, Title 1, ESEA. Elsie L. Finkelstein, Richard J. McCowan, 1967 The Effect of Two Teacher Aide Organizational Systems and Teacher Role

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