**Nancy J. Smith** Home(724) 662-1515

463 E. Beaver St. Cell (724) 977-2465

Mercer, PA 16137 tnsmith2@verizon.net

# EDUCATION

# Bachelor of Science in Elementary Education 12/17/ 2005

# Pennsylvania State Certification Grades K-6

# Slippery Rock University of Pennsylvania, Slippery Rock, PA

**Cumulative GPA:** 3.889 / 4.0

**Minor: Elementary Mathematics** 3.682 / 4.0 GPA

Elementary Math I ▪ Elementary Math II ▪ Math as Liberal Arts ▪ Teaching Elementary Math ▪ Elementary Statistics ▪ Intermediate Algebra ▪ Elementary Geometry ▪ Precalculus

# PROFESSIONAL EXPERIENCE

# Elementary Teacher: Grade 5

# Mercer, PA 8/2008 – present

# I teach fifth graders in a self contained classroom. We currently teach Balanced Literacy using Reading and Writing Workshop and Houghton Mifflin Math. I taught in the after school Title PSSA preparation tutoring program. I was just elected Mercer Education Association (MEA) building representative for grades 4-6.

# Title I Instructional Aide 8/2006 – 5/2008

# Farrell Elementary, Farrell, PA

As a Title I Aide, I assisted with Differentiated Instruction in small groups for grades K-3 and assisted with administering and scoring benchmark tests.

**Tutor/Teacher**

Farrell C.O.O.L. Tutor Program 1/2006 – 5/2008

As an afterschool program teacher, I planned and prepared daily activities with a team teacher and assisted students with homework.

# Fulltime/ Day-to-day Substitute Teacher 4/2006 - 6/2006

# Farrell Elementary, Farrell, PA

I worked as a substitute teacher mostly at Farrell in various grades.

# Teacher’s Aide 9/1996 - 5/2001

# Son-Shine Preschool, Mercer, PA

Assisted teacher with planning, preparing, and presenting lessons, selected and purchased snacks, designed sign-in charts, monthly calendars, bulletin boards, etc.

**Nancy J. Smith**

PROFESSIONAL EXPERIENCE CONTINUED

**Director / Day Care Attendant** 9/1998 - 5/2001

Lunch Bunch c/o Son-Shine Preschool, Mercer, PA

Planned and prepared activities and snacks

Recorded financial records, Hired helpers

Born 2 Run, Grove City, PA 8/2004 - 12/2004

Cared for babies in the nursery of the Born 2 Play daycare

Recorded daily activities

# PROFESSIONAL PREPARATION

# Student Teaching Experience 9/2005 - 12/2005

Farrell Area Elementary School, Farrell, PA

Grade 1, 15 students

Motivated students to learn math by utilizing manipulatives

Encouraged positive interactions by monitoring group work

Created and taught a cross curriculum unit on corn

### Grade 6, 41 students, Language Arts Block

Motivated students in English by initiating group work

Encouraged students to write by allowing flexibility on topics

Aided students during Compass Learning computer time

### Junior Field Experience 11/2004 - 12/2004

### Highland-Park Primary Center, Grove City, PA

Designed and taught one reading lesson using children’s literature

Planned and taught one science lesson utilizing a hands-on activity

Conducted an in depth literacy case study on one student

Interviewed personnel working with an autistic student to learn more about inclusion

Organized Professor’s schedule for student observations

**RELATED VOLUNTEER EXPERIENCE**

**Tutor** 1/2005 - 4/2005

ERASE Anti-Drug Coalition, Farrell, PA

Assisted children in completing their homework and understanding the concepts

Recorded progress of each session

**Sunday School Teacher / Children’s Coordinator** 9/1993 –5/1998

Mercer United Methodist Church

Wrote & taught weekly lessons, coordinated programs such as Bible School

## REFERENCES

Available upon request

**Nancy J. Smith**

**ADDITIONAL WORK EXPERIENCE**

**Assistant Manager** 4/2005 - 8/2005

Shoe and Uniform Warehouse, Grove City, PA

Conducted sales

Responsible for opening and closing business, and depositing money

Received, priced, and displayed merchandise

**Sales, Customer Service** 6/2000 - 9/2004

Sheetz, Inc.,Mercer, PA

Conducted sales

Prepared food

Trained new employees

**Cashier, Customer Service** 1/1986 - 7/1987

McDonalds,Mercer, PA

Conducted sales

Controlled Drive thru

**Sales, Customer Service** 1/1984 - 1/1986

RMM’S,Hermitage, PA

Conducted sales

Stocked merchandise

Responsible for opening and closing business, and depositing money