

Sehar Naeem Ellahi

EXPERIENCE

Institute of Knowledge- Diamond Bar *Educator*

Aug 2016- PRESENT

Managing classrooms for 26 students per class. Being a homeroom teacher for various grades has allowed me to be skillful in working with students at different ages and learning levels. Creating weekly, monthly and quarterly lesson plans allowed me to be more productive and deliver my lesson effectively and smoothly. Being on the school leadership team has allowed me to be an effective leader. Mentoring teachers, assisting admin team with WASC accreditation process, assisting families with IEP and 504 plans, managing calendars, grading and posting assignments on the online portal. Communication with students and parents were all part of my daily work load.

Al Burooj Academy- Cypress *College TA/UnderGrad Mentor*

Aug 2011- July 2016

Assisting faculty in their facilitation of online courses, by tracking students' progress. Grading assignments per given rubric, posting updates and assisting the professor as needed, provide guidance to students in the program, work as a student success coach to ensure students are on track to complete their courses. Providing academic support helps students develop skills, behaviors and habits that contribute to success in their program, including academic and career goal setting, learning strategies, time management and organization, self-regulation and self-efficacy.

EDUCATION

Capella University _ Ed.D Educational Leadership (Class of 2025)
Walden University — M.S Elementary Education (Class of 2021)
Cal State Fullerton — B.A Sociology (Class of 2014)

CREDENTIALS

- Program Director Permit
- Adult Education (DAE)

SKILLS

- Classroom Management
- Lesson Planning
- Positive Behavior Intervention System (PBIS)
- Growth Mindset
- Differentiated Instruction
- Accuracy and attention to detail
- Organized and Composed
- Effective in Communication
- Adult Education
- CTE Certified

CERTIFICATIONS AND PDs

- Leadership in Action PD
- HR & Administrative Skills Certification
- CPR/First Aid Certified
- NGSS Science I & II 8 Hrs PD
- Restorative Teaching Practices 6 Hrs PD
- Summer Math Intensive 12 Hrs PD
- Foundations of Reading Comprehension 12 Hrs PD
- Colleague Coaching 12 Hrs PD

- Career Technical Education (Education/ECE)
- Substitute Teacher Permit

TECHNICAL AND PROGRAM KNOWLEDGE

- G SUITE/GOOGLE CLASSROOM /HUBSPOT
- ZOOM/GOOGLE MEET/SLACK
- MICROSOFT OFFICE/SKYPE
- GRADELINK/SYCAMORE/SALESFORCE
- BLACKBOARD/CANVAS

- STEM in the Classroom 12 Hrs PD
- Math & Reading Centers 6 Hrs PD
- Salesforce and Hubspot
- Restorative Justice PD

REFERENCE

- Mr. Imran Ahhmed -IOK
- Mr. Munaaf Sheikh- Al Burooj Academy
- Dr. Pamela Warrick-Walden University