



## PROFILE

Passionate and energetic individual with love for children. Looking to promote child's social-emotional, cognitive, and self expressive learning in the position of Early Childhood Educator.

## CONTACT DETAILS

PHONE: +971 54 328 0547  
EMAIL: janice.1482@gmail.com  
ADDRESS: Apartment 2 1B 332,  
71 Al Jana Street  
New Falah City,  
Abu Dhabi – UAE

# JANICE A SANTOS

## KEY QUALIFICATION

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- More than five years of in-depth experience in childcare center and kindergarten school setting.
- Bachelor's Degree in Elementary Education holder and currently waiting for the result on obtaining my ECE Certification under Alberta government.
- Capable of creating and implementing child care strategies that are tailored to meet the needs of each kid.
- Physically fit and able to perform repetitive tasks for lengthy periods of time while sitting, standing, moving around, bending, squatting, and kneeling.
- Excellent at leading and facilitating learning-stimulating activities for kids, such as teaching songs, dancing, reading and telling stories, role playing, constructions, paints, and messy play.
- Effective in supporting children in developing good eating habits, putting on their clothes and shoes, and using the toilet correctly.
- Skillful observation of children's behavioral issues and signs of learning growth.
- Eager to gather information from reports for each child's assessment and to talk to parents, guardians, and other staff members about any difficulties or progress.
- Uses effective classroom management strategies to maintain a setting that fosters learning and safeguards the children's safety and health.

## CORE COMPETENCIES

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- Excellent team player and can work independently with minimal supervision.
- Strong morals, strong ethics, and great regard for others.
- Excellent at communicating verbally and in writing.
- Strong commitment to teach children and support them in realizing their full potential, which enables me to be dependable and reliable to my responsibilities.

## TECHNICAL COMPETENCIES

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- Proficient in Microsoft Office; Excel, PowerPoint, Word etc.

## HOBBIES AND INTEREST

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- Arts and Crafts
- Singing and Dancing
- Physical Fitness
- Baking

## PROFESSIONAL EXPERIENCES

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### **Al Walaa KG (Abu Dhabi UAE) | Early Childhood Learning Assistant 2021 – Present**

#### Job Responsibilities:

- To work with individual or small groups of children as directed by the class teacher and subject teachers
- To work with groups of children in the classroom enabling them to access the curriculum. Be proactive with the learning and in conjunction with the class teacher be ready to change strategy or approach as needed to facilitate learning
- Support with the recording and presenting of evidence of learning as required
- To follow agreed programmes of work with individuals and groups of children working towards set targets
- To contribute to the well-being of the children in terms of physical, emotional and social needs
- To support staff with minor admin tasks when not directly working with students, For example in non-contact time E.g., photocopy, file or complete records
- To prepare and store general resources required for your groups.
- To make notes in Individual Education Plan (IEP) books for children as required
- To give verbal and written feedback to the Class Teacher
- To support report writing, assessment and IEPs
- To accompany children on school trips where appropriate and ensure you have followed school policy in regards to reading, understanding and following the trip documentation
- Supervise children during breaks (including before and after school if necessary)
- Communicate appropriately and professionally with parents to support the image and reputation of the school
- Carry out any other tasks of a similar nature as directed by the Class Teacher, including being flexible to support in other classes or areas of the school as and when required Requirements

### **Pinnacle American School (Abu Dhabi UAE) | Early Childhood Teacher 2019 – 2021**

#### Job Responsibilities:

- Develop and issue educational content including notes, tests, and assignments
- Supervise classes to ensure all students are learning in a safe and productive environment.
- Organize supplies and resources for lectures and presentations.
- Deliver personalized instruction to each student by encouraging interactive learning.
- Plan and implement educational activities and events
- Ensure the classroom is clean and orderly.
- Prepare and distribute periodic progress reports and semester report cards.
- Attend parent-teacher meetings
- Evaluate and document student's progress.
- Allocate and grade homework, assignments, and tests.

**Far Eastern Private School (Sharjah UAE) | Teacher  
2016 – 2019**

Job Responsibilities:

- Developing and implementing lessons/work schemes.
- Providing a safe and stimulating environment that facilitates learning.
- Organizing and supervising play and work activities (E.g., reading, cooking, dancing, music, arts and crafts).
- Maintaining records
- Monitoring and recording progress.

**Camarin D Elementary School (Philippine Govt. School) Classroom Teacher  
2010 – 2015**

Job Responsibilities:

- Motivating and stimulating children's learning abilities, often encouraging learning through experience.
- Providing pastoral care and support to children and providing them with a secure environment to learn.
- Developing and producing visual aids and teaching resources.
- Organizing learning materials and resources and making imaginative use of resources.
- Assisting with the development of children's personal, social and language abilities.
- Supporting the development of children's basic skills; including physical coordination, speech and communication.
- Encouraging children's mathematical and creative development through stories, songs, games, drawings and imaginative play.
- Developing children's curiosity and knowledge
- Working with others, including teaching assistants as well as volunteer helpers, to plan and coordinate work both indoors and outdoors.

**Urduja Elementary School (Philippine Government School) Classroom Teacher  
2009 – 2010**

Job Responsibilities:

- Sharing knowledge gained with other practitioners and parents.
- Observing, Assessing and recording each child's progress.
- Attending in-service trainings.
- Ensuring the health and safety of children and staff is maintained during all activities, both inside and outside the nursery/school.
- Keeping up to date with changes in the curriculum and developments in best practice.

**Fairhope Academy Inc. (Philippines) | Preschool / Nursery Teacher  
2005 – 2006**

Job Responsibilities:

- Developing and implementing lessons/work schemes.
- Providing a safe and stimulating environment that facilitates learning.
- Organizing and supervising play and work activities (for example reading, cooking, dancing, music, arts and crafts)
- Maintaining records
- Monitoring and recording progress.

## CERTIFICATES

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- Licensure Examination for Teachers  
Professional Regulation Commission (Philippines)  
Board Passer! License No. 0879851  
August 2005
- School Roll-Out Program on Results-Based Performance  
Management System  
Camarin D Elementary School (Philippines)  
August 2014
- Division Mass Training of Teachers on the Implementation of the K to 12  
Basic Education Program  
Division of City Schools Caloocan City (Philippines)  
May 2014
- Training on Vision and Hearing Screening and General Orientation on  
School Health and Nutrition  
Save the Children (Philippines)  
June 2013
- The GSP Encampment  
Urduja Elementary School (Philippines)  
November 2009
- Basic Training Course for Troop Leaders  
Boy Scouts of the Philippines  
September 2009
- Mathematical Excellence for Progress  
The Mathematics Teachers Association of the Philippines, Inc.  
September 2009
- Teacher Empowerment Program  
Rex Book Store, Inc. (Philippines)  
June 2006
- Content Update and Effective Teaching Strategies in SRA Reading  
ABIVA Publishing House, Inc. (Philippines)  
November 2005

## EDUCATIONAL AND PROFESSIONAL DEVELOPMENT

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### **The National Teachers College (Philippines)**

Bachelor of Science in Elementary Education  
1999 – 2003

### **Benigno V. Aldana National High School (Philippines)**

1994 – 1998

### **Maypajo Elementary School (Philippines)**

1988 – 1994