

JANA KHALAF

Summary

3 years of experience as a Special Education Teacher. Experienced teacher of special needs students (Autism, Down's syndrome, Early Childhood, Learning disabilities). Familiar with maintaining student records and information, needs of at-risk students, collaborate with school with maintaining student records and information, collaborate with school staff, communicate openly and regularly with parents and community. Looking to obtaining a position that incorporates my teaching abilities and experience.

Date of birth: 31/10/2000

Gender: Female

Marital status: engaged

CONTACT

PHONE:

+961 71717055

Address:

Tripoli, Lebanon

Email:

khalafjana8@gmail.com

LANGUAGES

Arabic (Native)

French (advanced)

English (advanced)

SKILLS

MS Office (Word, Excel, PowerPoint)
Enthusiastic, motivated, engagement
Communication skills
Adaptability.

EDUCATION

- **Master 2 degree in international economics sciences – Lebanese University**
October 2023
- **Master 1 degree in international economics sciences–Lebanese university**
October 2022
- **Bachelor degree in economic sciences – Lebanese University**
July 2021
- **Baccalaureate Degree In Socio-economics**

sciences-Iman School 2017-2018

WORK EXPERIENCE

- **Teacher**

Tripoli – Lebanon

Private Teacher

December 2020 – 2022

- **AZM School**

Tripoli - Lebanon

Special Education Teacher

December 2020 – 2022

- Instructed students with disabilities, including Autism, specific learning disabilities, Down syndrome, Ring Chromosome, William Syndrome.
- Created strategies to meet the needs of mentally and physically disabled students.
- Responsible for instructing students with disabilities in a self-contained classroom providing small group instruction leading students to obtain individual instruction.
- Differentiated instruction on different subjects according to the needs of the student using learning materials on their
 - Grade level increasing student's self-confidence.
- Used assistive technology: the reading pen, reading software, and text-to-speech software.
- Gave one-on-one attention to students, while maintaining the overall focus on the entire group.
- Observed individual behaviors and suspect actions, and reported issues to supervisory staff and parents.
- Led activities that developed student's physical, emotional and social growth: Sport, Cooking, Painting, Reading, Singing, Acting.

WORKSHOPS

- Spotlight Center for Law & Human Rights certificate for attending a 3- day workshop entitled: "Violence Against Women".
- Young Women for Peace and Leadership program to enhance the capacities of young women and girls to promote and protect their rights.

ACADEMIC ACTIVITIES

Student council, tutoring, volunteer activity, organizations