

TESSA A. SIMPLETON

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Active Team Member who Effectively Collaborates with Peers and Subordinates

PROFILE STATEMENT

Sensitive, caring and knowledgeable daycare professional with progressively responsible experience teaching children and managing daycare centers. Three Time recipient of Certificate of Appreciation for Three Consecutive Years.

AREAS OF EXPERTISE AND ABILITY

Cooperative Learning	Teach sharing and getting along with others through examples of everyday life experiences.
Student Motivation	Motivate students through student-of-the-week recognition, teacher helper program and rewards.
Multicultural Awareness	Implement multicultural activities into lesson plan, such as puppet shows, while showcasing culture from alternate countries.
Whole Group Learning	Introduce circle time, songs, puppet shows, art/music into everyday activities to encourage teamwork.

PROFESSIONAL WORK HISTORY

New Daycare and Pre-School, LLC, Tappen, NJ, **Operations Manager**

04/2013 – Present

Contributed toward growth of home daycare center to recognize a total of 30 children within the 1st year of business. Consistently meet New Jersey's State staffing requirements of one teacher for every five children and in accordance with square footage available. Manage one Head Teacher and two Assistant Teachers. Develop, plan and institute curriculum, design and activities for children, ranging in age from six months to eight years old. Increased daycare center profits through innovative marketing methods and on-going staff educational meetings. Actively complete State and local agency assessment reports. Develop curriculum considering age appropriate content and tailor to each individual child's specific developmental needs.

- Wrote employee guidelines and daycare procedures. Head up monthly staff meetings to review new procedures, rules, regulations and guidelines, ensuring continuity and State regulations are adhered to. Implement new ideas/suggestions, resulting in overall improved learning environment.
- Collaborate with accountant to effectively balance annual budget, resulting in adequate classroom and technology supplies, staff salaries, food & beverage and traveling expenses.
- Schedule parent/teacher quarterly meetings and group presentations to review developmental progress to enlighten them on daycare policies, procedures and guidelines.
- Interact with NAEYC (National Association of Education of Young Children) and CHS (Children's Home Society) and their affiliates, resulting in referrals to outreach and lost prevention programs.
- Hold annual Open House to market, promote and sell daycare center attendance.

Little Tots Daycare, Tappen, New Jersey **Head Teacher**

01/2010 – 04/2013

Prepared a variety of instructional materials to effectively teach, manage and evaluate a classroom of up to 20 special needs children. Engaged children in educational games, circle and library time, dramatic play activities, gymnastic activities and swimming lessons. Developed and implemented an effective curriculum and design program geared towards special learning needs and abilities.

- Facilitated one-on-one direct student support to clarify lesson at hand and to develop child's understanding of subject matter.
- Encouraged parents/guardians to become volunteers to assist in special event programs and/or extra curricula activities, such as Mother's Day and Easter parties.
- Introduced outside activities/games, to include obstacle courses and kick ball, which resulted in increased dexterity, alertness and improved coordination skills. Utilized supplemental materials and music to enhance learning experience.
- Implemented redirection into teaching style to effectively grasp children's attention and to institute discipline.
- Collaborated with CHS (Children's Home Society) to refer qualifying children to outreach programs.
- Held parent/teacher conferences to discuss behavioral concerns and to develop workable solutions.

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EDUCATION & CERTIFICATION

Education

- Children's Home Society of New Jersey, Toms River, NJ – Currently Attending toward Associate in CDA (Child Development)
- New York Restaurant School, New York, NY – Major: Culinary Arts and Hotel/Restaurant Management – Graduated 1995

Certifications & Registrations

- Registered Family Child Care Provider – State of NJ – Department of Human Services – Office of Licensing, 2010 - 2019

Training

- Standard First Aid – Conducted by South Central NJ Territory - 2013
- Adult and child CRP/AED – Conducted by South Central NJ Territory – 2013
- Infant CPR – Conducted by South Central NJ Territory – 2013
- The Proactive Provider – Conducted by the Children's Home Society of NJ – 2014
- Social/Emotional Development – Conducted by the Children's Home Society of NJ – 2014
- Overview of the NJ Birth to Three Early Learning Standards – Conducted by the Children's Home Society of NJ – 2014
- PINJ Registry 101 – Presented by First Steps NJ Infant/Toddler Specialist Initiative – Central – Conducted by the Children's Home Society of NJ – 2014
- SIDS/Shaken Baby Syndrome – Conducted by the Children's Home Society of NJ – 2014
- Developmentally Appropriate Practices – Conducted by the Children's Home Society of NJ – 2013
- Special Needs: From Both Side – Conducted by the Children's Home Society of NJ - 2013
- CACFP Annual Training – Conducted by the Children's Home Society of NJ – 2013 and 2012
- Creative Play – Conducted by the Children's Home Society of NJ – 2012

MEMBERSHIPS & AFFILIATIONS

- NAEYC (National Association for the Education of Young Children) and its affiliates – member in good standing.