**Marcus Arceneaux**

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# **OBJECTIVE**

To secure a position with a well established organization that will lead to a lasting relationship and a challenging career.

**EDUCATION AND PROFESSIONAL TRAINING**   
Prairie View A&M University 12/03 Masters in Ed. Admin.

University of Houston 09/01 Bachelors in Ed.

Houston Community College 12/98 Associates of Arts

Ross Sterling High School 01/95 Diploma

**SUMMARY OF QUALIFICATIONS**

* 9 Years Elementary School Teacher
* 9 Years College Instructor
* 1-8 Specialization in Math
* Computer Lab Specialist
* Move-it-Math Coordinator
* Assisted Assistant Principal

**PROFESSIONAL MEMBERSHIP**

* Association of Urban Educators
* Project Grad
* Children’s Literature Society
* Christian Youth Movement

**CERTIFICATIONS**

Elementary Mathematics (Grades 1-8)

Elementary Self-Contained (Grades 1-8)

Generalist (Grades EC-6)

English as a Second Language Supplemental (Grades EC-8)

Kindergarten/Early Childhood Education (Grades PK-KG)

**AWARDS**

HAASBE Award 2005

Nominated Teacher of the Year 2002

# **PROFESSIONAL EXPERIENCE**

01/02 – Present Instructor

**Houston Community College; Houston, TX**

* Teach a course load appropriate to field or discipline
* Plan and organize instruction in ways that maximize student learning
* Employ appropriate teaching and learning strategies to communicate subject matter to students
* Modify, where appropriate, instructional methods and strategies to meet diverse students needs
* Encourage the development of communication skills and higher order thinking skills through appropriate assignments
* Contribute to the selection and development of instructional materials in accordance with course objectives
* Develop and explain methods that fairly measure student progress toward course objectives
* Evaluate student performance fairly and consistently and return student work promptly to promote maximum learning
* Maintain accurate records of student progress and submit final grade rosters to division administrator each semester according to established deadlines
* Demonstrate sensitivity to student needs and circumstances

08/08 – 05/11 Third Grade Teacher

**Bruce Elementary School; Houston Independent School District; Houston, TX**

* Daily lesson plan development for all subject areas as required and taught.
* Work collaboratively with other third grade teachers to coordinate curriculum, team teaching or have classrooms participate together in activities.
* Teach, assess, evaluate and grade students based on their in class work, homework assignments, exams and their attitudes and behaviors.
* Keep accurate records of student progress using grade books, various grading software programs or other record keeping systems as required by the school administration.
* Interacting with students on a daily basis to motivate, inspire and connect with all students in the classroom.
* Providing modified or adapted learning situations for students that have special needs.
* Reporting to parents and attending parent meetings and information sessions.
* Participating on various committees and groups within the school and community as required.

01/02 – 05/06 Third Grade Teacher

**Douglass/Dodson Elementary School; Houston Independent School District; Houston, TX**

* Teaches required courses and other appropriate learning activities
* Develops lesson plans and instructional materials
* Provides individualized and small group instruction in order to meet the needs of each student
* Evaluates students’ academic and social growth, keeps appropriate records, and prepares progress reports
* Communicates with parents periodically
* Participates in curriculum development programs as required
* Participating on various committees and groups within the school and community as required.
* Teach, assess, evaluate and grade students based on their in class work, homework assignments, exams and their attitudes and behaviors.

**PROFESSIONAL REFERENCES**

**Gwendolyn Hunter,** Principal 1431 Gellhorn Houston, Texas 77029 713-671-3840

**Paul Quinn,** Associate Dean 1300 Holman, Houston, Texas 77004 713-718-6003

**Kay Stephenson,** Magnet Coordinator **510 Jensen, Houston, Texas 77020 832-445-8170**