

Denver Hutchinson

Special Education Professional

CONTACT

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SKILLS

- Social Development
- Instructional Techniques
- Teacher Support
- IEP Goals
- Behavior Modification
- Classwork Oversight
- Verbal and Written Communication
- Data Entry Software
- School Administration
- Career and Educational Counseling
- Registration Processes
- Interdepartmental Relationships
- First Aid Care

EDUCATION

Master of Arts: Theological Studies, Interdisciplinary Studies, Adult Education, 05/2023

Regent College - Vancouver, BC

- Awarded **Interdisciplinary Studies Award** for Graduating Student with Highest GPA
- Received **Richard Wong Entrance Bursary** for Entrance GPA of 4.0
- Received **Founders Merit Award** for Entrance GPA of 4.0
- Received **Continuing Award** Financial Bursary
- Received **The Tamara Scholarship** awarded to Canadian women who come from financially disadvantaged backgrounds or plan to work with marginalized and disadvantaged women.

Bachelor of Arts : Pastoral Leadership, 05/2017

Pacific Life Bible College - Surrey, BC

- Awarded **Valedictorian Award** for Graduating Class of 2017
- Awarded **Highest Honors Award** (Bi-Annually from September 2013-May2017)

PROFESSIONAL SUMMARY

Competent Special Education Paraprofessional offering wealth of experience in small group instruction with children of diverse ages. Passionate about education with desire to work with students across levels, with professional experience in both child and adult education. Values the promotion of holistic learning opportunities and strengths-based teaching approaches to encourage student flourishing.

WORK HISTORY

Enrichment Assistant, 09/2023 to Current
St. Margaret's School

- Provide individualized academic and enrichment care for grade 3 student with Autism Spectrum Disorder and acute ADHD
- Assist student in developing abstract and critical thinking skills, emotional and relational skills, reading and writing skills, gross motor skills and executive functioning skills, and basic organizational skills
- Assist all grade 3 faculty general classroom management and student assignment assistance
- Work closely with Occupational Therapists and Speech Language Pathologists to develop and reinforce strategies to aid in student flourishing
- Engage student in discussion and written activities to assist in developing cognitive, relational, and emotional skills necessary for flourishing in adulthood

Behavior Interventionist, 06/2023 to Current
Private Contract

- Provide services in home and community to children with autism spectrum disorder and other developmental disabilities
- Assisted parents in monitoring relational tension between siblings and reinforcing positive behavior
- Help reduce the frequency and intensity of maladaptive behaviours while increasing the probability of appropriate behaviours

CERTIFICATIONS

- First Aid and • CPR/AED, Level C
- BCeID Registered Autism Service Provider

- Provided transportation and accompaniment to community events and public spaces to encourage the involvement and inclusion of clients in their community

Special Education Assistant, 02/2023 to 06/2023 **Regent Christian Online Academy**

- Experience working with children with diverse abilities in both homes and in classrooms; specific experience working with children with: Autism Spectrum Disorder, Acute Anxiety, and Post Traumatic Stress Disorder
- Assist students in developing abstract and critical thinking skills, emotional and relational skills appropriate to student ages, reading and writing skills, and basic organizational skills
- Assist teachers in general classroom management and student assignment assistance
- Assist parents in selecting and obtaining supplementary learning resources to aid in student engagement and wholistic learning development
- Engage students in discussion and written activities to assist in developing cognitive, relational, and emotional skills necessary for flourishing in adulthood

Education Assistant, 09/2021 to Current **Heritage Christian Online School**

- Experience teaching various subjects to elementary, middle, and high school students with diverse abilities including: Autism Spectrum Disorder, Selective Mutism, Anxiety and Post Traumatic Stress Disorders, Global Developmental Delay, ADHD, and Dyslexia
- Assist students in developing abstract and critical thinking skills, emotional and relational skills appropriate to student ages, reading and writing skills, and basic organizational skills
- Work with students to plan, outline, edit, and execute various assignments related to their respective grade curricula
- Assist students in navigating online LMS platforms Assist parents in selecting and obtaining supplementary learning resources to aid in student engagement and wholistic learning development
- Assist teachers in restructuring course materials to be easily accessible to students with diverse abilities and organizational challenges
- Engage students in discussion and written activities to assist in developing cognitive, relational, and emotional skills necessary for flourishing in adulthood

Personal Assistant and Caregiver, 05/2023 to Current **Private Contract**

- Part-time in-home care for two children, ages 6 and 9, with down syndrome (low functioning, non-verbal) and autism (high functioning).
- Prepared meals and snacks for children based on dietary guidelines. Built positive and nurturing environments to support child social and emotional growth.
- Supported children in play activities, meals, and snacks, hygiene and socialization.
- Bathed, dressed, fed, and toileted child with down syndrome Identified warning signs of emotional and developmental problems in children.

- Assisted with light housekeeping duties as well as running errands.
- Transported children to and from activities using personal or family vehicle.

Graduate Admissions Assistant, 01/2019 to 08/2020
Regent College - Vancouver, BC

- Utilize the institution's various CRM systems for data entry, reporting, and management of prospect and constituent records
- Host campus tours and interviews with prospective students
- Possess a working knowledge of Regent's programs, concentrations, and admissions policies and procedures
- Correspond with applicants and inquirers regarding application and financial aid requirements
- Assist in organizing and hosting campus view day events
- Represent the institution at different events within the Lower Mainland

Graduate Teaching and Research Assistant, 09/2019 to 09/2021
Regent College

- Supported classroom activities, tutoring, and reviewing work.
- Assisted professors with classroom management and document coordination to maintain positive learning environment.
- Helped with grading assignments and tests, providing constructive feedback to students based on results.
- Partnered with teacher to plan and implement lessons following school's curriculum, goals, and objectives.
- Facilitated activities in small groups to reinforce concepts taught by class professor.

Resource Assistant, 11/2020 to 08/2021
Regent College

- Worked both independently and collaboratively in professional graduate environments.
- Curate, develop and draft curriculum content for participating institutions in the college's Regent Exchange initiative, funded by the Lily Endowment
- Prepare reviews of resources, expand a working annotated bibliography of material to be referenced for future curriculum construction
- Assist in research tasks such as gathering data through conducting interviews and focus groups, transcription, and assisting with information management

Student Support Coordinator, 07/2017 to 12/2018
Pacific Life Bible College

- Support the Regent Exchange team in the design and development of creative educational resources
- Provide academic support and accommodations for at-risk students and students with permanent disabilities
- Pioneer and develop a working Early-Alert program for PLBC to use to flag at-risk students utilizing administrative functions on Populi

- Correspond with Faculty and Staff to develop support networks for at-risk students
- Develop and administrate Modified Education Plans for students with severe permanent disabilities
- Provide tutoring support to students with diverse abilities experiencing academic challenges
- Oversee the creation and implementation of a reintegration program for students on Academic Probation

Teaching Assistant, 09/2014 to 01/2019
Pacific Life Bible College

- Provide assistance to teachers in marking weekly assignments, book reviews, quizzes, and exams, editing syllabi, teaching select lectures, and creating PowerPoints and class notes across a range of course subjects

Assistant to the Vice President, 10/2016 to 12/2018
Pacific Life Bible College

- Provide assistance in any necessary administrative capacity—report filing, schedule managing, documentation, information distribution, communication
- Handled confidential and sensitive information with discretion and tact. Participate in Student Development initiatives and the planning and execution of Student Development events
- Produce and edit written documents and presentations for academic meetings
- Participate as task force member assigned to assess and overhaul the institution's Distance Education program

Enrolment Counsellor, 05/2015 to 09/2016
Pacific Life Bible College

- Correspond with new, prospective, and returning students regarding application and registration requirements and inquiries
 - Knowledge of in-depth details about school programs, courses, transfer credits, financial policies, legal documentation, student loans, student visas, international student policies, registration policies, housing policies, and student handbook information
 - Knowledge of in-depth details about school LMS systems (Populi)
 - Host campus tours and interviews with prospective students
 - Represent the institution at different events across BC and Washington
 - Research and develop new content and systems for communication plans
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