

# GEMA JIMENEZ

Long Beach, CA | 562-276-3401 | gjimenez4@lbschools.net

## ***PROFESSIONAL SUMMARY***

Bilingual Substitute Teacher and Instructional Aide with over seven years of experience supporting students across all grade levels (TK–12) in Long Beach Unified School District and surrounding districts. Holds a Bachelor's degree in Child Development with extensive experience in special education, classroom management, and student support services. Recognized for building strong relationships with students, families, and staff while maintaining safe, structured, and inclusive learning environments.

## ***PROFESSIONAL EXPERIENCE***

**Substitute Teacher** — Multiple School Districts (LBUSD, Bellflower USD) | 2019 – Present

- Provide classroom instruction for all grade levels including TK, elementary, middle school, and high school
- Implement teacher lesson plans and adapt instruction to meet diverse learning needs
- Maintain positive and structured classroom environments using school-wide behavior systems
- Support English Learners and students with IEPs and 504 plans
- Provide small-group and individual academic support
- Communicate student progress and behavioral concerns with school staff
- Supervise students during transitions, lunch, recess, and dismissal

**Instructional Aide – Special Education** — Jordan High School, Long Beach USD | March 2020 – Present

- Support students with special needs through individualized academic and behavioral interventions
- Assist with implementation of IEP goals and classroom accommodations
- Provide personal care, life-skills support, and medical assistance when required
- Utilize assistive technology to increase student engagement
- Manage classroom behavior using positive behavior strategies
- Collaborate with teachers, therapists, and support staff
- Communicate regularly with families regarding student progress and needs

**Office Assistant** — Alvarado Elementary School, Long Beach USD | 2018 – 2020

- Managed student records and assisted with data entry in Synergy
- Provided bilingual communication with parents and staff
- Answered phones, assisted visitors, and supported daily office operations
- Assisted with attendance reporting and student services
- Delivered excellent customer service in a fast-paced school office environment

## ***EDUCATION***

**Bachelor of Science in Child Development** — California State University, Dominguez Hills | May 2024

High School Diploma — Wilson High School

***CERTIFICATIONS & SKILLS***

California Substitute Teaching Permit • Bilingual: English & Spanish • Classroom Management • Behavior Support • Special Education Support • IEP Implementation Assistance • Small Group Instruction • Frontline (AESOP) • SmartFind Express • Synergy • Google Workspace • Microsoft Office