Jose Herrera

INSTRUCTIONAL AIDE

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Summary

Bilingual instructional aide with 2 years in a middle school math department, supporting 3 teachers and about 90 students a day in grades 6-8. Reteaches mathematics in small groups, translates for Spanish-speaking families and uses MS Office to track progress toward state standards.

Skills

- **Mathematics**
- **Small-Group Instruction**
- **Bilingual Spanish**
- **MS Office**
- **State Standards**
- **Grading**
- **Progress Tracking**
- **Student Supervision**
- **Patience**
- **Communication Skills**

Experience

Instructional Aide 08/2024 - Present

Kings River Unified School District Fresno, CA

Math department of a 900-student middle school, grades 6-8.

- Reinforce mathematics lessons with **6** small groups a day, lifting group test averages from 61% to 74%.
- Translate at 25+ parent conferences a year and convert class letters and progress notes into Spanish.
- Track quiz scores and missing work in MS Office spreadsheets, sending weekly lists to 3 teachers.
- Grade warm-ups and exit tickets on state standards rubrics for about 90 students daily, with feedback by next class.

Math Tutor 01/2023 - 05/2024

Fresno City College Tutorial Center Fresno, CA

Part-time drop-in tutoring while completing an associate degree.

- Tutored **20+** students a week in arithmetic, algebra and geometry, explaining steps in Spanish when it helped.
- Built practice sets and answer keys in MS Office for 2 basic math courses, used by 4 instructors.
- Recorded visit logs for every session, which the center used in its semester usage report to the college.
- Led weekly review sessions for 6-8 students before course exams, focused on the problem types missed most.

Education

Associate of Science 05/2024

Fresno City College Fresno, CA

Mathematics

Certificates

Instructional Aide Proficiency Exam (Math and Reading) 07/2024

Kings River Unified School District

First Aid/CPR/AED 08/2024

American Red Cross