Kayla Simmons

Media Paraprofessional

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SUMMARY

Media paraprofessional with 2 years in a middle school media center serving 1,100 students and 70 teachers. Runs circulation in Destiny Library Manager, issues and repairs Chromebooks, and helps classes find books and databases during research visits. Organized, calm with students and quick to support teachers when a lesson needs materials.

EDUCATION

Associate of Arts 12/2022

Georgia State University Perimeter College Clarkston, GA

General Studies

EXPERIENCE

Media Paraprofessional 08/2024 - Present

Rock Springs Creek Middle School Lawrenceville, GA

Full-time paraprofessional in a 1,100-student middle school media center.

- Process 600+ checkouts and returns a week in Destiny Library Manager and send overdue notices every Friday.
- Manage a fleet of **350** student Chromebooks, logging repairs and loaners so no student goes a day without one.
- Support 15 class research visits a week by pulling books and setting up database logins before students arrive.
- Maintain shelving and new-book displays, processing 400 new titles a year with labels, covers and barcodes.

Substitute Teacher 01/2023 - 07/2024

Gwinnett Valley Substitute Services Lawrenceville, GA

Day-to-day and long-term substitute placements in K-8 schools.

- Covered 120+ K-8 classroom days, following lesson plans and keeping attendance records for each class.
- Led a 6-week long-term placement in 7th grade reading, grading 90 student assignments a week.
- Ran small-group reading for struggling readers and shared progress notes with the classroom teacher.

SKILLS

Destiny Library Manager • Circulation • Chromebook Support • Book Processing • Research Databases

Shelving • Google Workspace • Microsoft Office • Organizational Skills • Communication Skills

CERTIFICATES

GACE Paraprofessional Assessment

Georgia Professional Standards Commission

06/2024