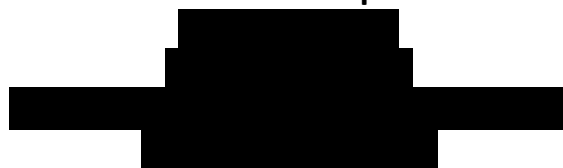


Michelle Keiper



Education

- Stanford University MA in Education with a Secondary Education Teaching Credential in English
- Cal State East Bay BA in English with a minor in Creative Writing
- James Logan High School graduate

Qualifications

- Effective communication, writing, analytical, and critical thinking skills
- Use of MS Office and online Google technology to meet state Common Core standards
- Conducted educational research studies for the CSU designed course for Expository Reading and Writing and developed sample modules for curriculum and instruction

Professional Experience

Madison City Schools

February 2019 - current

Substitute Teacher for secondary schools

- Facilitated continued learning for various classes; followed up with detailed notes for absent teachers
- Long-term substitute for Pre AP English 9

Foothill High School

August 2001 – 2017

English Teacher for 9th & 10th grade English, American Literature, and Senior ERWC

- Facilitated student learning in reading, annotation, various modes of writing with an emphasis on audience, purpose, and exigency in MLA format
- Developed activities that fostered practice in public speaking and discussion skills, recognizing and employing rhetorical devices, and analyzing the credibility of sources when providing support for claims
- Assessed student learning using quizzes, tests, assignments, projects, presentations, and rubrics
- Fostered student skills in research, use of technology, work ethic, and time management
- Reflected on pedagogical practices, adjusted methods of instruction, and evaluated student degrees of success

San Lorenzo High School

August 2000- June 2001

Student Teacher in ELD 3 and Sheltered English 9

- Evaluated and modified assignments and assessments to meet the needs of ESL students
- Applied the California Language Arts Framework of standards to create a unit through backwards design

Franklin Templeton Investor Services, Inc.

March 1994 – 2000

Shareholder Services Representative II

- Serviced shareholder and brokerage community inquiries and monetary transactions
- Supervisor for phone call center group, conducting evaluations and hiring new employees