

JANE WHITAKER

Virtual Substitute Teacher

☎ (206) 555-9817

✉ janewhitaker.ed@gmail.com

📍 United States, Seattle, WA

📄 Professional summary

Passionate and adaptable Virtual Substitute Teacher with online and hybrid classroom experience across K–12 education. Skilled in using digital platforms such as Google Classroom, Zoom, and Canvas to deliver engaging, student-focused instruction.

⚡ Experience

August 2020 - Now

Virtual Substitute Teacher

Seattle Public Schools

- Deliver live virtual instruction to K–12 students across subjects including English, Math, Science, and Social Studies.
- Adapt existing lesson plans for digital environments, ensuring academic continuity during teacher absences.
- Manage digital classrooms using Zoom, Google Meet, Seesaw, and Canvas LMS.
- Communicate with parents and administrators to support student participation and engagement.

Substitute Teacher

Lake Washington School District

- Provided in-person and remote instruction for various elementary and middle school classes.
- Implemented daily lesson plans, graded assignments, and submitted classroom reports to primary instructors.
- Developed rapport with students and staff, resulting in frequent rehire requests.

📅 Volunteer Experience

2021 - Now

Online Homework Help Tutor

Seattle Public Library System

- Assist students in grades 3–9 with reading comprehension, writing, and math via weekly Zoom sessions.

🎓 Education

Bachelor of Arts in Education, University of Washington, Graduated: 2017

Certifications

- Washington State Substitute Teaching Certificate – Valid through June 2027
- Google Certified Educator – Level 2 (2024)
- CPR & First Aid Certified – American Red Cross (2023)

🔧 Skills

Zoom, Google Classroom, Microsoft Teams ★★★★★

Canvas, Schoology, Seesaw ★★★★★

Kahoot!, Nearpod, Jamboard ★★★★★

Clear Virtual Communication ★★★★★

Flexibility & Quick Adaptation ★★★★★