



# **Cassandra** Richards Cover

*rich2623ok@gmail.com*

*(863) 595-6291*



# CASSANDRA RICHARDS

## PROFILE

I am a retired educator with a passion for learning new things. Comprehensive knowledge of working with students K-12 with a variety of disabilities. Experienced in mentoring students to excel at academics. It is a pleasure to help others. I have a Bachelor of Science Degree in Business Administration from Bethune-Cookman University, a Master of Education Degree in Interdisciplinary Studies in Curriculum and Instruction from National-Louis University, and a Specialist of Education Degree in Administration and Supervision from Nova-SouthEastern University.

## CONTACT

PHONE:  
863-595-6291

EMAIL:  
rich2623ok@gmail.com

## HOBBIES

Helping Others  
Gardening  
Music  
Watching NFL Football  
Loving on my cats

## EDUCATION

Nova Southeastern University  
August 2002 – October 2003  
Educational Specialist

National-Louis University  
April 2000 – August 2002  
Master of Education

Bethune-Cookman University  
August 1992 – June 1997  
Business Administration

## WORK EXPERIENCE

**Polk County Schools - Teacher**  
October 1997–June 2021

Worked with principal adjusting designs as needed to fit student needs. Over 25.5 years, I taught students with disabilities to grades K-12, participated in after-school mentoring programs and was on the school PTA Board. Had the opportunity working with administration developing schedules for at-risk students, advocating for special need students, and monitoring them through graduation.

**Polk County Sheriffs - Civil Clerk**  
March 1987–October 1997

My responsibilities were to input summons, subpoenas, writs, injunction for protection, auctions, logs and dockets, NCIC and FCIC certified and retrieving the warrant log from the courthouse.

**Dale Electronics Hot Electronics Solderer**

May 1984–January 1986  
Responsible for soldering various electronic parts together for shipment.

## SKILLS

Classroom Supervision  
Positive reinforcement Strategies  
Effective Communication and Elaboration  
Technology Integration  
Differentiated Instruction  
Organizational Skills  
Time Management Skills

Commented [A1]: Classroom Supervision