MINDY FREDERICK

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1. PROFESSIONAL PROFILE

A dedicated, committed and passionate educator with extensive experience in early childhood education, primary school teaching and private tutoring. Holds a Bachelor of Education in Early Childhood Development and Family Studies, with First Class Honours, from the University of the West Indies, Open Campus.

Possesses over a decade of experience in the education sector, with practical knowledge of curriculum planning, classroom management, child development, assessment and inclusive teaching practices. Experienced in supporting children with diverse learning abilities and developmental needs.

Seeking admission to the Primary Education Programme at Sir Arthur Lewis Community College to strengthen professional teaching competencies, broaden pedagogical knowledge and further develop the skills necessary to contribute meaningfully to primary education in Saint Lucia.

2. EDUCATIONAL OBJECTIVE

To pursue further professional training in Primary Education, building on my existing academic qualifications and practical teaching experience. I aspire to strengthen my pedagogical knowledge, enhance my instructional skills and develop greater expertise in meeting the diverse educational needs of primary school learners.

3. PROFESSIONAL EXPERIENCE

Laborie R.C. Girls' Primary School – Government of Saint Lucia

Primary School Teacher | 2023–Present

- Plan and deliver lessons in accordance with the national primary school curriculum.
- Develop and prepare instructional materials to facilitate effective teaching and learning.
- Assess, monitor and document pupils' academic progress and development.
- Implement differentiated instructional strategies to accommodate varying learning abilities.
- Establish a positive, inclusive and supportive classroom environment.
- Collaborate with parents, colleagues and other educational stakeholders to support pupils' progress.

First Steps Children's Centre, Hewanorra Orchard

Administrator / Early Childhood Educator | October 2015–2022

- Oversaw the daily operations and administration of the centre.
- Planned, organized and implemented early childhood educational programmes.
- Developed staff work schedules and coordinated daily activities.
- Monitored the collection and payment of school fees.
- Supported the effective delivery of the early childhood curriculum and maintained a supportive learning environment.

Kiddies Head Start, Castries

Early Childhood Educator | September 2014–July 2015

- Prepared and completed termly reports documenting children's progress.
- Assisted with the planning and implementation of educational activities.
- Performed additional duties and responsibilities assigned by the administrator.

Kids World, La Ressource, Vieux Fort

Early Childhood Educator | September 2013–July 2014

- Planned and implemented developmentally appropriate learning activities.
- Supported children's spiritual, physical, health, mathematical, language, communication, social-emotional, scientific and technological development.
- Prepared termly progress reports and participated in weekly and termly curriculum planning.

Private Tutor

September 2006–Present

- Provide individual and small-group tutoring to students from Kindergarten to Form 3.

- Support children with diverse academic abilities and developmental needs, including typical and atypical learners.
- Develop appropriate learning activities and instructional resources to address individual learning needs.
- Reinforce classroom instruction, monitor progress and provide additional support where necessary.

4. ACADEMIC QUALIFICATIONS

University of the West Indies (UWI), Open Campus | 2023

Bachelor of Education in Early Childhood Development and Family Studies – First Class Honours

Relevant areas of study include child growth and development; curriculum development and assessment; literacy, numeracy and science; diversity and inclusion; child rights and protection; health, safety and nutrition; inclusive learning environments; family and community engagement; educational leadership and management; and professional practice.

The Mico University College | 2012

Certificate in Early Childhood Screening

National Research and Development Foundation | 2009

Certificate in Early Childhood Education – Grade B+

Anse Ger Secondary School | 2005

Caribbean Examinations Council (CXC) – General Proficiency

- English A – Grade II
- Social Studies – Grade III
- Principles of Business – Grade III
- Office Procedures – Grade III
- Information Technology – Grade IV
- Mathematics – Grade IV (previous result; new examination result pending)

5. PROFESSIONAL SKILLS AND COMPETENCIES

- Curriculum Planning and Implementation; Classroom Management; Child Development and Learning
- Inclusive Education and Special Educational Needs Support; Lesson Planning and Assessment; Differentiated Instruction
- Early Childhood Education; Primary School Teaching; Educational Administration and Leadership
- Communication and Interpersonal Skills; Teamwork and Collaboration; Problem-Solving and Conflict Resolution
- Organization and Time Management; Parent and Community Engagement

6. PROFESSIONAL ACCOMPLISHMENTS

- Recognized for outstanding work with children (2016).
- Awarded Most Consistent Teacher (2017–2018).
- Gained practical experience supporting children with special educational needs (2017).
- Organized and participated in fundraising activities to support educational initiatives.
- Successfully completed a Bachelor of Education with First Class Honours while developing practical experience in the education sector.

7. PROFESSIONAL INTERESTS

- Primary Education and Curriculum Development; Inclusive Education; Child Development and Learning
- Educational Leadership and Administration; Literacy and Numeracy Development; Professional Growth and Teacher Development

8. REFERENCES

Germaine Mitchell – Teacher, Sir Arthur Lewis Community College | Telephone: (758) 519-3594

Melisha Constable – Principal, Vigier Primary School | Telephone: (758) 713-2754