





Grace Robinson

I am a special education support services coordinator with over 12 years of experience managing programs and coordinating support services for special education. I excel at streamlining operations, overseeing IEP processes, and ensuring compliance with special education regulations.

CONTACT

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-  Newark, NJ 12345

EDUCATION

- Master of Education in Special Education
University of Michigan, Ann Arbor, MI
May 2004
- BS in Special Education,
Michigan State University, East Lansing, MI
May 2000

KEY SKILLS

- Program coordination
- IEP oversight
- Stakeholder engagement
- Compliance management

PROFESSIONAL EXPERIENCE

Support Services Coordinator | Newark Public Schools, Newark, NJ
August 2005 – Present

- Coordinated support services for special education programs, improving operational efficiency by 30%.
- Oversaw the development and implementation of IEPs for 50+ students.

Program Assistant | Hudson County Schools, Jersey City, NJ
June 2000 – July 2005

Assisted in managing special education support programs, contributing to improved service delivery and compliance.

PROFESSIONAL DEVELOPMENT

Certification in Educational Program Management

Workshops on Special Education Compliance