

Alani Jenkins

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SUMMARY

Special education teacher with six years of K to 12 experience, including elementary self contained classrooms serving students with intensive learning, health, communication, mobility, and functional support needs. Holds a valid **Hawaii Special Education teaching license** and extensive experience developing, implementing, monitoring, and facilitating Individualized Education Plans and meetings. Adapts standards based instruction, classroom routines, and access methods around student needs, including changes that arise during the school day. Maintains organized progress records, communicates clearly with **families**, and coordinates instruction with multidisciplinary teams, nursing support, related service providers, district personnel, and **community partners**. Active Professional Learning Community contributor who uses student evidence to refine instruction, meet deadlines, and support consistent programming. Prepared to bring sound judgment, empathy, and practical classroom leadership to a medically fragile **K to 5** setting.

EXPERIENCE

Special Education Teacher, Medically Fragile Elementary

August 2024 - Present

Island View Learning Center

Kaneohe, HI

Leads a fully self contained elementary classroom for students with intensive instructional, communication, mobility, and health related needs. Owns complex IEP coordination, family communication, **progress monitoring**, daily instructional decisions, and collaboration with related services, nursing support, administrators, and PLC colleagues.

- Aligned daily learning with IEP goals for students needing intensive instructional, communication, mobility, and health support.
- Facilitated **IEP meetings** with families, providers, nursing staff, and administrators using progress evidence to shape goals.
- Designed differentiated literacy, numeracy, communication, and functional activities with varied access methods for individual learners.
- Reviewed work samples, observations, and service input before reporting periods, supporting timely instructional adjustments.
- Modified pacing and routines when health or regulation needs changed, preserving instructional continuity through sound judgment.
- Shared student evidence and instructional strategies in PLC discussions, strengthening consistency across classroom and related services.

Special Education Teacher

July 2022 - July 2024

Windward Student Support Academy

Kailua, HI

Managed an elementary **special education** caseload with varied academic and functional needs. Converted IEP goals into weekly instruction, coordinated formal meetings, built predictable classroom systems, and connected recommendations from speech, occupational therapy, behavioral, and health support partners to learning.

- Converted IEP goals into weekly instructional plans and observable progress measures for varied elementary learners.
- Prepared present level summaries, progress data, proposed goals, and family explanations for timely **IEP meetings**.
- Built structured routines and visual supports that increased predictability for students needing significant adult guidance.
- Integrated speech, occupational therapy, behavioral, and health recommendations into classroom activities and learning goals.
- Triaged instruction, documentation, and student support needs during competing priorities, preserving required deadlines.
- Shared lesson adaptations and **progress monitoring** approaches in collaborative planning meetings, giving colleagues practical strategies.

Special Education Teacher

August 2020 - June 2022

Leeward Inclusive Education Services

Kapolei, HI

Delivered specialized instruction for elementary and middle grade students with disabilities across academic, communication, self management, and functional domains. Prepared evidence based progress updates, coordinated families and multidisciplinary staff, maintained compliance records, and strengthened practice through mentoring and professional learning.

- Delivered specialized instruction using IEP goals and classroom evidence to select appropriate supports for learners.
- Prepared progress updates from measures, observations, work samples, and service input for instructional decisions.
- Developed adapted materials and small group lessons supporting communication, academics, self management, and functional participation.
- Coordinated with families and multidisciplinary staff before **IEP meetings**, clarifying concerns and gathering current information.
- Maintained **special education** documentation and calendar checkpoints during high volume evaluation and reporting periods.
- Applied mentor feedback and professional learning to strengthen differentiation, behavior routines, and general education collaboration.

Special Education Teacher

August 2018 - July 2020

Harbor Ridge School

Honolulu, HI

Started a teaching career in a supported K to 8 **special education** setting, planning individualized lessons and gradually assuming ownership of a full caseload. Built dependable routines for instruction, family communication, related service coordination, documentation, deadline management, and reflective professional growth.

- Planned individualized lessons under established procedures while gradually assuming ownership of a full caseload.
- Translated IEP objectives into daily activities and recorded responses through work samples, observations, and skill checks.

- Established consistent routines and accessible materials for students needing academic, communication, and behavioral support.
- Prepared family updates and meeting materials with guidance from experienced special educators for clear progress discussions.
- Coordinated schedules with related service providers while preserving access to core instructional activities.
- Completed professional learning and coaching cycles, building judgment, deadline management, and collaborative practice.

PROJECTS

Medically Fragile Classroom Access Plan 📅 2025

Created a classroom planning framework that connected IEP goals, health considerations, communication access, functional learning, and daily instructional routines. Student needs shaped each decision, giving staff a clearer path for consistent support.

Family Centered IEP Communication Series 📅 2023

Developed family friendly meeting materials and progress explanations for complex educational planning. Clear language helped families participate with confidence and gave school partners a shared starting point.

LEADERSHIP & AWARDS

- Hawaii Special Education Teaching License recognized for sustained service in intensive support classrooms.
- Professional Learning Community contributor recognized for practical instructional sharing and collaborative problem solving.
- Family partnership leadership recognized through clear communication during complex IEP planning meetings.

EDUCATION

Bachelor of Education in Special Education 2018

University of Hawai'i at Mānoa GPA: 4.0 Honolulu, HI

Coursework: Individualized Education Plans, differentiated instruction, classroom management, functional learning

CERTIFICATIONS

- Hawaii Special Education Teaching License 📅 2018
- CPR and First Aid for School Personnel 📅 2026

TECHNICAL SKILLS

- **Special Education Planning:** IEPs, present levels, measurable goals
- **Instructional Design:** Differentiated instruction, adapted materials, standards based instruction
- **Progress Documentation:** Work samples, observation notes, curriculum based measures
- **Classroom Systems:** Visual supports, structured routines, accessible materials
- **Functional Learning:** Communication, self management, mobility support
- **IEP Collaboration:** Family meetings, service coordination, progress reporting
- **Related Services:** Speech language, occupational therapy, behavioral support
- **Health Support Coordination:** Nursing support, health needs, regulation support
- **Professional Learning:** PLCs, mentor feedback, coaching cycles
- **Education Compliance:** Hawaii licensing, reporting timelines, documentation checkpoints
- **Elementary Instruction:** Literacy, numeracy, small group lessons
- **Student Support:** K to 12 special education, multidisciplinary teams, community partners

SKILLS

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|----------------------------------|------------------------------|-------------------------------------|----------------------------------|
| • K to 5 Special Education | • IEP Meeting Facilitation | • Multidisciplinary Teams | • Functional Learning |
| • Medically Fragile Students | • Progress Monitoring | • Professional Learning Communities | • Deadline Management |
| • Self Contained Classrooms | • Differentiated Instruction | • Special Education Documentation | • Hawaii Teacher Standards Board |
| • Individualized Education Plans | • Family Collaboration | • Classroom Management | |

PROFESSIONAL AFFILIATIONS

- Professional Learning Communities, active contributor to shared planning and student evidence review.
- Multidisciplinary school teams, collaborative partner with families, related services, nursing staff, and administrators.

LANGUAGES

- English (Native)
- Hawaiian (Intermediate)

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST