


Geraldine Ironbar

(469)328-0240 

geraldineironbar@gmail.com 

Dedicated team player eager to create and implement successful strategies to improve organizational efficiency. Strong communication and interpersonal skills, and committed to pursuing best practices related to employee development and retention. Successful at managing multiple priorities with a positive attitude.

Experience

2023 – PRESENT

Elementary School Counselor/Garland ISD

- Administered functional behavioral assessments and developed behavior intervention plans to target maladaptive behaviors.
- Collaborated with parents, teachers, diagnosticians, and school nurse to assess student needs and strengths.
- Used educational assessment strategies such as 504, Individualized Education Plan (IEP), and Student Study Teams (SST) to assist teachers with educational placement of students.
- Conducted group and individual counseling services to elementary students to meet developmental, preventive, and remedial needs of students with learning disabilities.
- Maintained confidential behavioral data, special education reports, and services reports.
- Worked with groups and individuals to help understand and overcome personal, social, or behavioral problems.
- Helped students develop organizational, time management, and study skills.

JUNE 2022 – JUNE 2023

Middle and Elementary School Counselor/Golden Rule Charter School, Dallas, Tx

- Counsel individual students and small groups with presenting needs and concerns
- Communicated closely with other counselors to devise programs and activities based on developmental and academic levels.
- Acted as advocate to coordinate required services or resolve emergency problems in crisis situations.
- Developed individualized counseling plans to incorporate short-term and long-term goals.
- Develop and maintain positive working relationships with other school professionals and representatives of the community
- Used an effective referral process to assist students and others to use special programs and services
- Develop and coordinate a continuing evaluation of the guidance program and individual activities and make changes based on findings
- Compile, maintain, and file all required physical and computerized reports, records, and other documents
- Adhere to ethical and legal standards and model behavior that is professional and responsible
- Participate in professional development to improve skills related to job assignment

JULY 2021 – JUNE 2022

Middle School Counselor/Carrollton-Farmers Branch ISD, Carrollton, Tx

- Organized and implemented schedules across campus as well as organizing student classes
- Provided individual and group counseling services discussing behavior, academic, and social guidance

- Coordinated and implemented state mandated lessons for staff and students addressing topics discussing drug and alcohol use, dating violence, bullying, sexting, sexual harassment, and mental health
- Coordinated student transitions from elementary to middle school
- Conferred with parents or guardians, teachers, administrators, and other professionals to discuss student's progress, resolve behavioral/academic struggles, and to determine priorities for students and their resource needs.
- Assisted students in exploring and selecting career paths.

AUGUST 2017 – AUGUST 2020

Elementary Teacher/Dallas ISD, Dallas, Tx

- Created and executed lesson plans in conjunction with the district's curriculum
- Collaborated with parents, teachers, administration, and diagnostician in order to meet student needs
- Clear written communication via monthly newsletter and regular email correspondence with parents
- Positive daily interactions with students, families, and staff.
- Drove student learning by establishing clear classroom plans and group objectives, as well as actionable strategies to achieve each goal.
- Worked one-on-one with students to determine strengths, weaknesses, and learning patterns.
- Helped students develop self-esteem and life skills by fostering healthy conflict-resolution, critical thinking, and communication.
- Maintained knowledge of school curricula, standards and policies to correctly prepare students for higher grade levels.

Education

DECEMBER 2016

Bachelor of Science in Interdisciplinary Studies/University of North Texas, Denton, Tx

DECEMBER 2020

Master of Education/Angelo State University, San Angelo, Tx

Skills

Detail Oriented • Program Support • Excellent time management skills • Interdepartmental Coordination • Goal Oriented • Referral Coordination • Calendar management • Interview Coaching • Data Tracking