

# Nicole Helmer

717 W Beech St  
Durant, OK, 74701  
(580) 775-3033  
nicole.helmer@yahoo.com

## WORK EXPERIENCE

### CHILDCARE RESOURCE & REFERRAL , Durant, OK

*Child Care Consultant | Nov 2018 - Present*

- Monthly DHS lists for OCCRRA
- Update Food Handlers Report, STARS Activity Report, and the R&R Report
- Make and send New Provider Packets
- WLS Touchpoints entered monthly
- Creative Corner Log
- Emergency Preparedness
- Social Media Updates (Pinterest, FB, and Remind)
- Monitor and complete Provider updates twice a year
- Provide Technical Assistance up to at least 9 hours a month
- Newsletters: CCA submissions and quarterly child care
- Personal Professional Development

### CHOCTAW NATION OF OKLAHOMA, Durant, OK

*EHS Lead Teacher | Apr 2016 - Oct 2018*

- Responsible for the welfare of children
- Leading Direct Play experiences for children ages 12 to 36 months
- Ensuring that children in my care are meeting checkpoint goals based on curriculum
- Developing educational games and play experiences targeted to the developmental needs of the children
- Responsible for lesson plans bi-weekly
- Maintaining a clean and healthy learning environment
- Periodic behavioral and developmental assessments
- Tasking assistant teacher with daily needs of the children and classroom
- Maintaining daily, weekly, and monthly paperwork to include Children's Daily Health Checks, Facility Check List for classroom and playground, Daily Sign-In sheets, Daily "snapshot" sheets, and a minimum of 2 observations per child a week
- Practice-Based Coaching Committee member

### BIG FIVE COMMUNITY SERVICES, Durant, OK

*Teacher's Assistant | Aug 2012 - Mar 2016*

- Participated in classroom activities under the direction of a certified teacher
- Helped to supervise and manage students
- Complied with all governmental regulations regarding the care of children
- Observed and evaluated students' performance
- Implemented lesson plans prepared by the classroom teacher and myself
- Instructed and monitored students during center and group time
- Displayed students work in a manner relevant to their eye level and skill
- Provided extra assistance to students with special needs
- Met and rode buses as monitors as well as escorted children to and from

classrooms

- Assisted with the set-up and cleanup of the classroom
- Maintained yearly training for professional development purposes

### **DURANT PUBLIC SCHOOLS, Durant, OK**

*Substitute Teacher / Aug 2011 - May 2012*

- Maintained classroom according to teachers specifications
- Integrated and taught lessons laid out by the teacher to students
- Maintained reports and classroom integrity in the absence of the teacher in the classroom
- Engaged students in the subjects taught in each new environment

### **EDUCATION**

#### **SOUTHEASTERN OKLAHOMA STATE UNIVERSITY**

**Durant, OK**

*B.S. Liberal Studies (Dec 2017)*

*Some classes towards MA of Early Intervention Child Development*

#### **ROCK CREEK HIGH SCHOOL**

**Bokchito, OK**

*Diploma (May 2004)*

### **ADDITIONAL SKILLS**

- Reading Comprehension
- Time Management
- Active Learning and Listening
- Critical Thinking
- Complex Problem Solving

### **REFERENCES**

References available upon request