



REQUEST FOR PERSONNEL SERVICES

NEW BERLIN CUSD #16

Action Requested:	Replacing Staff Leaving	Employee Category:	Certified	Employment Status:	Full Time
Certified Position:	Certified Teacher	Subject/Grade/Activity/Sport:	JH/HS	If PT, No. of Hrs/Day:	Structure Room Teacher
NEW EMPLOYEE INFORMATION / PLACEMENT					
Name:	Amy Ankrom	Certified Degree:	Bachelors	Hourly/Daily Rate of Pay:	Click or tap here to enter text.
Location:	JH/HS	Step:		Additional Hours:	Click or tap here to enter text.
Salary Schedule Placement		Placement:	Click or tap here to enter text.	Annual Rate of Pay:	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	Placement:	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	Placement:	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
Extra-curricular assignment:	Click or tap here to enter text.	Placement:	Click or tap here to enter text.	Salary:	Click or tap here to enter text.
Incumbent Name:	Holly VanVeldhuizen	Desired Beginning Date:	8/01/2025		
Position Supervisor:	Brandon Radford				
Action Requested by:	Brandon Radford	Date:	04/16/2025		

(Placement – indicate the location of the employee on the extra-curricular salary schedule: i.e. 3yrs=col. 2; salary from Appendix C)

APPOINTMENT AUTHORIZATION SIGNATURES			
Chief Financial Officer:		Superintendent:	
President:		Secretary	

Routing: Original to Chief Financial Officer – Attach resume/application/transcripts/certificates

Amy M Ankrom

3350 Taylor Homestead Rd.

Pleasant Plains, IL 62677

(217) 341-0751

ihlenfeldtamy@gmail.com

Objective

Dedicated and compassionate Special Education professional transitioning from a Paraprofessional to a Special Education Teacher. Committed to fostering inclusive learning environments, implementing individualized education plans (IEPs), and utilizing evidence-based strategies to support diverse student needs. Seeking to apply hands-on experience in behavior management, differentiated instruction, and assistive technology to create engaging and accessible learning experiences that promote student growth and independence. Seeking to contribute my skills and passion to a positive and supportive educational community.

Education**Bachelor of Arts in Elementary Education and Special Education**

Grand Canyon University, Phoenix, AZ

Graduation: May, 2025

- Relevant Coursework: [List relevant courses, e.g., Classroom Management, Behavioral Intervention Strategies, etc.]
- Certifications: [Include any certifications like Special Education Teaching License, etc.]

Certifications

- Special Education Teaching License – Arizona, Pending 2025
- General Education Teaching License - Arizona, Pending 2025

Professional Experience**Special Education Paraprofessional**

SASED Central, Springfield, IL

February, 2018 –August, 2020, March, 2022 - April, 2022, February, 2023 - October - 2023

New Berlin Elementary School, New Berlin, IL

August, 2022 - February, 2023, October, 2023 - Present

- Assisted the lead special education teacher in implementing lesson plans and providing academic support.
- Worked with students individually and in small groups to improve academic skills, focusing on reading, math, and organizational skills.
- Supported students in navigating social interactions and managing behavioral challenges.
- Monitored students' progress and provided feedback to the teacher regarding academic and behavioral development.
- As a job coach took students out into the community to work at different jobs around the community.

Skills

- **Classroom Management:** Ability to create and maintain a positive and structured learning environment.
- **Differentiated Instruction:** Skilled in modifying lessons to meet the diverse needs of students.
- **Behavioral Intervention:** Experienced with using positive reinforcement and behavior modification techniques.
- **Collaboration:** Strong team player, working effectively with other teachers, parents, and staff members.
- **Assistive Technology:** Familiar with tools such as Chromebooks, AAC devices, SMART Board, Google Classroom, Google Sheets, Google Docs, Microsoft Word, PowerPoint
- **Communication:** Strong verbal and written communication skills, with a focus on maintaining clear communication with families and staff.

Volunteer Experience

Special Education Volunteer

SASED, Springfield, IL

February, 2018 – October - 2023

- Supported students with daily tasks and helped with academic work during group sessions and 1:1 instruction

Professional Development

- Attended Trauma Informed Workshop, 2019, 2022.
- Completed CPI Training, 2018, 2019, 2020, 2022, 2023, 2024.
- Participated in [Relevant Professional Development Activities.

References

Jolene Luca

First Grade Teacher

New Berlin Elementary

(217) 488- 6054 (work)

(217) 816-0382 (Cell)

Mentor Teacher

Molly Booher

Structured Special Education Teacher

New Berlin Elementary

(217) 488-6054 (work)

(217) 899-8875 (Cell)

Mentor Teacher

Liz Horn

Principal SASSED Central

(217) 786-3250 (work)

(217) 691-1544 (Cell)

Principal I worked under

Teacher Interview Questions: Special Education

Do you have experience writing IEPs?

- * doing it just now in student teaching
- * use other managers to help at first

Candidate's Name: A.A. Interviewer's Name: Jorisch Date: 4-10-25

Asking Question	Question	Response
Hattie	Share with the team your background and qualifications that bring you to this point.	* SASED employed first * worked with diverse populations * has done lesson plans * good @ following expectations of keeping people safe
Jorisch	Describe your experience with co-teaching?	* set up lesson plans * ask the teacher what they want to do * always ask others for their ideas
Hattie	How do you address a student who is disruptive or misbehaving?	* keep them safe and other students are safe * be quiet / wait them out * set & keep expectations * talking less is more
Jorisch	You have a student that is struggling with the activity in your class. Describe how you will address this to ensure that the student is successful.	* break up the assignment * using strategies to modify * going to breaks / different tables * providing positive feedback
Hattie	What are some innovative ways you have incorporated technology into your classroom?	* tablet or chromebook * iReady * Text to speech / other devices

Hattie

do you see yourself being in the teacher role

- * I've been doing lesson plans
- * I'd bring my para knowledge to the discussion
- * knows how to be firm w the expectations
- * know how to hold the line

Jessie	Describe how you use assessment to form your instruction by providing examples of how you incorporate formative assessments to gauge what your students are learning.	* formative assessments / a "doing" atmosphere * what are they displaying mastery in? * how do we stretch the mastery level?
Hattie	This position would require a high level of collaboration and sharing of space and resources. How does this compare to your previous experiences? What opportunities and challenges do you anticipate in these circumstances?	* kind of the same * we have to collaborate all the time * it is all I have ever been around.
Jessie	Talk about one experience that didn't go as planned and how you responded.	* "why can't you follow directions" (Anger story) * when a student got my glasses, I kept my cool. * stay calm & collected
Hattie	Why New Berlin JH/HS?	* Jill suggested I apply for it * I am ready to be a teacher
Hattie	Do you have any questions for us?	

Teacher Interview Questions: Special Education

Candidate's Name: Amy Akron

Interviewer's Name:

Date:

Asking Question	Question	Response
	Share with the team your background and qualifications that bring you to this point.	Worked in Special Ed since 2018 <u>Job Coach</u>
	Describe your experience with co-teaching?	Teacher/Para comfortable creating Boundary/Expectation <u>* like the little guys consistently</u>
	How do you address a student who is disruptive or misbehaving?	Keep them with it <u>Time Out 2 min hand to hand</u> sage ~ wait ~ 2 min hand to hand
<u>Hand-over</u>	You have a student that is struggling with the activity in your class. Describe how you will address this to ensure that the student is successful.	Reading modify work - Break system - Break it up Break it up - Share read up
	What are some innovative ways you have incorporated technology into your classroom?	<u>Google</u> Huggerty i ready A AC Device 1 Tablet - Letter Recognition chromebook

* Student teaching

#'s

10-20
Range
→ work desk

Describe how you use assessment to form your instruction by providing examples of how you incorporate formative assessments to gauge what your students are learning.	★ Assessment - baseline - follow-up tasks can do } struggle a little to build some up Adding 2 digit # work desk / work-table independent single digit i digit
This position would require a high level of collaboration and sharing of space and resources. How does this compare to your previous experiences? What opportunities and challenges do you anticipate in these circumstances?	Similar / same involving pieces collaborate services have been lunch (all to have around) Student group in room / candy para as present. Hindsight could be better. Individualized Get up organized
Talk about one experience that didn't go as planned and how you responded.	
Why New Berlin JH/HS?	
Do you have any questions for us?	