

Diane Tucker Squire  
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Alias: Diana Black Squire

Objective: Talented administrator with diverse background.

Hard working, detail oriented, able to multi-task.

Proven ability to support senior administration.

Summary:

- 5 yrs. experience teaching special education students ages 9 thru 20 at a private school in Plano.
- 25 yrs. experience in various roles (from residential treatment specialist to Director) of an institution for emotionally and mentally handicapped adults in Louisiana. Relocated to Dallas after Hurricane Katrina.
- 6 years direct experience in behavior management. Very effective and skilled in developing and improving students social skills and successfully addressing behavioral problems.
- 12 yrs. experience as Security officer
- **Skills:** Special education teacher, Assistive technology usage, behavior management specialist, day to day administration of a large institution, supervisory role for 50+ employees, payroll handling, resource management, transportation management, group home management, respite worker, babysitting, security management, cooking.

**Experience:**

**February 2013-April 2017 Teacher Assistant Healthy Beginning Montessori House, Plano, TX**

I worked with newborn to toddler age guiding them to become independent, individualized learning through stimulation, and other teaching materials.

**July 11- Aug 12 Lead Teacher American Montessori Campus, Plano, TX**

I worked with 1 yr. old toddlers to become independent, individualized learning through stimulation and other teaching materials.

**Aug '06- May 11 Special education Lead teacher, Focus on the Future Training center, Plano,**

- 1 Secondary class room teacher for up to 10 students ages 9 thru 20, with varied cognitive levels.

- 2 Work and train the students with usage of assistive technology device Dynavox (specifically the non-verbal students).
- 3 Develop individualized lesson plans for each student in self-contained classroom.
- 4 Develop and implement Individual Evaluation Program. Meet with parents, discuss and modify goals based on student's skill level. Provide periodic status updates to parents.
- 5 Develop Behavior Intervention Plan and address behavior issues with positive reinforcement
- 6 Train junior staff in teaching methodology
- 7 Plan and conduct community based trips to retail stores, restaurants, movies etc. to develop independence and self-confidence in students. Teach them money management skills for daily survival.
- 8 Teach safety such as following road signs, crossing roads, walking on pavement etc.

**Sept '09- April 11- Registered Respite caregiver, Life path Systems, Plano, TX**  
Train clients in daily life skills during respite care in evenings/weekends and/or school holidays.

**Jan '06-Aug '06 Security Supervisor, Highland springs, Dallas, TX**  
Oversee safety of residents living at the retirement home. Arrange transportation as needed. Supervise 5 employees, handle the paperwork, provided periodic reports.

**June '04 - August '05 Director Assistant, Metropolitan Development Center, Belle Chase, LA**

Duties include overseeing of fifty plus employees, handling the payroll and other administrative tasks, provide direction to the staff for crisis management, responsible for total day to day operation of the center, in charge of the direct care staff, in charge of transportation, responsible for medical needs of residents etc.

**April '98 - August '04 Security Officer, Bayou State/Pinkerton, New Orleans, LA**  
Monitored gated community, hospital, oil refinery and college.

**Jan '94- April '98 Group Home Manager, Community Treatment Center, Jefferson, LA**  
Oversee the total management of the group home and run a vocational center for the residents

**Feb '92 - Dec '93 Directive Assistant, Rescare La, Metairie, LA**  
Develop behavior programs for 20 group homes, provide recommendations for behavior intervention of each resident to the certified behavior specialist who then provided a recommendation for behavior management to upper management. Chair person for human rights meetings

**June '79- Feb '92 - Nurse Assistant/Director Assistant, Metropolitan Development Center, Belle Chasse, LA**  
As a manager of 40 employees responsible for total care of direct staff, house keeping tasks and transportation.

**Other experience:**

- 1 **Diana's place Licensed Daycare owner** - Owned a licensed daycare facility at Harvey, LA. Closed after Katrina.

- 2 **Sears:** Customer service representative in bed & bath section
- 3 **Caterer:** Bayou Berre country club, Belle Chasse, LA
- 4 **Cashier/ Front end Lead**

**Job related Training/Courses:**

- 1 CPR training
- 2 Medical Administration Certification of group homes and senior citizen facilities
- 3 Effective management course - 10 months - (LSU)
- 4 EMT Training (5 months)
- 5 Crisis Intervention course (2 weeks every year on an ongoing basis at Metropolitan Development center)
- 6 Life skills class (2 weeks every year on an ongoing basis at Metropolitan Development center)
- 7 Payroll management training
- 8 Human resources management training

**Education:**

Always on Dean's Honor roll list.

- 1 Louisiana State University
- 2 Gretna Vocational School,
- 3 Certification in Food Safety Management Principles
- 4 Certification in AMI Birth to Three Assistants

**Work References:**

1. Ms. Minda Sanborn 952-239-9731
2. Ms. Cassandra Burke 504-338-5791
3. Ms. Linda Bradley - Nurse - 504-344-3797
4. Ms. Jana Fiasconaro- Director- 972-832-4373

Parents references available on request.