

JODI L. DYVIG

13418 Excelsior Boulevard
Minnetonka, Minnesota 55345

(612) 910-1880
jldandtld@msn.com

Education **Master of Arts, Special Education, ASD, July 2017**
University of St. Thomas, Minneapolis/St. Paul, MN

Master of Business Administration, June 1997
Minnesota State University, Mankato, MN

Bachelor of Science, Marketing, July 1993
Minnesota State University, Mankato, MN

Teaching Experience

2018-Present **Special Education Teacher**

SouthWest Metro Intermediate 288, Shakopee Town Square, Shakopee

- Educate, plan, teach, facilitate, and evaluate students with special education needs according to local, state, and federal regulations and guidelines
- Select, plan, and deliver appropriate instructional activities that will meet IEP goals and objectives
- Schedule and chart student behavior, in addition to taking data for IEP goals and objectives, and processing this data into meaningful and useable information for parents, itinerant staff, and all parties involved in the student's IEP team
- Modifying lessons and materials so that they are differentiated and culturally relevant to all students
- Attending IEP, staff, professional development, due process update, and any other required meeting
- Complying with due process deadlines efficiently, with high quality and thorough accuracy
- Responding quickly, calmly, and appropriately with CPI techniques in the event of a crisis situation
-

2013-2017 **Student Teacher/Education Assistant**

Intermediate District 287, South Education Center, Richfield, MN

- Collaboration as a team with a licensed teacher and other EAs to differentiate instruction necessary to educate individuals primarily with autism, but oftentimes with comorbid disabilities
- Manage student activity and behavior, with direction of a licensed teacher and along with other classroom staff
- Provide assistance to licensed teacher with assessments
- Provide assistance to licensed teacher with scheduling, charting behavior, and taking data for IEP goals or additional necessary data as needed
- Utilize technology to create Smart Board activities, lessons, Google Docs, Slides, etc., data sheets, and to fill many other technological needs
- Respond quickly and appropriately with CPI techniques in the event of a crisis situation
- Prepare classroom materials and classroom environment to meet the needs of the students, with necessary modifications and/or accommodations

- Attend professional development and training sessions on a regular basis, as well as regular teaming with classroom staff to stay informed
- Assist, as well as educate, students as necessary with feeding, dressing, toileting, and other daily living tasks

Business Experience

- 2007-2013 **Special Education Driver and Coordinator**
Eden Prairie Schools, Eden Prairie, MN
- Coordination of the transportation of Special Education students from age three up to 21 safely to and from school with the help of VersaTrans
 - Maintain proper documentation and ensure proper safety measures are in place and followed by all students on board
 - In a team setting, train kindergarten through 4th grade students in school bus safety and emergency evacuation procedures and practice emergency evacuations drills with older children
 - Responsible for knowledge of current safe driving laws and regulations, including those for large capacity passenger vehicles

JODI L. DYVIG

- 2001-Present **Assistant Manager and Sub-Contractor Supervisor**
Dyvig Land Development and Construction, LLC, Minnetonka, MN
- Teamed with husband to launch and grow a small business which specializes in design, engineering, and construction
 - Involved in project estimating, budget management, and coordination of land purchases
 - Partnered in sourcing, interviewing, and supervising sub-contractors, while coordinating project and worker schedules
 - Assisting with a substantial amount of accounting, purchasing materials, warranty-related issues, and price negotiations
 - Responsible for the sales and marketing of the business and newly completed homes with the Microsoft Office package, including Access
 - Demonstrate the ability to get hands-on with the construction process including painting and light carpentry
- 1998-1999 **Commercial Travel Sales Proposal Writer**
Carlson Wagonlit Travel, Minnetonka, MN
- Created, formatted, and refined formal domestic and international sales proposals on Microsoft Word and Microsoft Excel
 - Interfaced directly with the Sales Representative responsible for prospect's account and worked directly with financial experts to incorporate the proposed cost-related figures into the proposals
 - Meticulously proofread and edited fellow team member documents and produced professional final documents, complete with the required exhibits and packaging

- 1996-1998 **Workers' Compensation and General Liability Claims Administrator**
Rainbow Foods Corporate Office, Hopkins, MN
- Tracked and Maintained Employee and Customer Incident Reports
 - Assisted all Store Managers with safety requests and ensured compliance with OSHA requirements
 - Updated Employee Status Calendars
- 1995-1996 **Marketing Department Graduate Assistant**
Minnesota State University, Mankato, MN
- Conducted extensive research for seven Marketing professors
 - Coded and entered survey data from major on Microsoft Access College of Business research project
 - Developed academic database shared by seven Marketing professors