

Jessica Claire

Montgomery Street, San Francisco, CA 94105
(555) 432-1000 - resumesample@example.com

Professional Summary

Passionate, self-motivated educator with 18 solid years of experience in teaching for multiple grade levels. Ability to provide engaging, relevant lessons that allow students to develop both higher-level thinking skills and problem- solving methods. Strong reputation for exceptional management of student behavior.

Skills

- English language arts
 - Inclusion/co-teach model
 - Strategic planning/analysis
 - Asst. Director of Lufkin High School drill teams
 - Campus Educational Improvement Committee- Lufkin High School, 2011-2012
 - Districtwide Educational Improvement Council- Mansfield ISD 2016-2018
 - English language arts curriculum writer
 - English language arts department head
- Dance/drill team
 - Gifted and talented education
 - The System for Teacher and Student Advancement (TAP) model
 - District Educational Improvement Committee- Lufkin ISD, 2012-2013
 - Sunshine Committee (hospitality)- Grand Prairie High School, 2012-2013
 - Campus Educational Improvement Committee
 - Schools to Watch committee member

Work History

- 08/2013 to Current

English Language Arts Teacher
Cornerstone – Palo Alto, CA

 - Conduct classroom instruction for average class size of 30 students
 - Collaborate regularly with grade-level teachers to provide ideas and resources for engaging lessons
 - Develop and implement weekly lesson plans
 - Select instructional materials/resources for rich and engaging lessons designed according to state and district standards
 - Integrate technology for the purposes of communication, collaboration, critical thinking, and creativity
 - Manage regular class communication of weekly agendas, class activities, and announcements through Canvas learning management system
 - Implement classroom rules and procedures in accordance with the rules of the student handbook and district disciplinary procedures
 - Sustain accurate student attendance records, discipline records, grades, and assessments through Skyward and Edugence databases
 - Administer district and state assessments such as common-based assessments, STAAR, and TELPAS
 - Maintain communication with parents through letters, emails, phone calls, and parent conferences
 - Participate in campus and district decision-making processes and discussions as it relates to curriculum, instruction, and discipline
 - **Guide seventh and eighth grade levels in decision-making processes and discussions related to curriculum and instruction in English language arts.**
 - Served as languages department member and attended [Timeframe] meetings to develop and update course curricula.
 - Teamed with other faculty members and parents to outline IEPs for gifted, talented and special education students, addressing diverse teaching approaches for special learning requirements.

08/2012 to 06/2013

English Language Arts Teacher
Cornerstone – Palo Alto, CA

- Conduct classroom instruction for average class size of 25 students
- Develop and implement weekly lesson plans using The System for Teacher and Student Advancement (TAP) instructional model
- Select instructional materials/resources, and integrate technology for lesson design according to state and district standards
- Engage in routine professional development to aid in implementation of effective, research-based teaching practices according to The System for Teacher and Student Advancement (TAP) model
- Implement classroom rules and procedures in accordance with the rules of the student handbook and district disciplinary procedures
- Sustain accurate student attendance records, discipline records, grades, and assessments through Skyward and D2SC database
- Administer district and state assessments such as TAKS, STAAR and TELPAS
- Maintain communication with parents through letters, emails, phone calls, and parent conferences
- Participate in campus and district decision-making processes and discussions as it relates to curriculum, instruction, and discipline

08/2004 to 06/2012

Dance Teacher/ Drill Team Assistant Director
Cornerstone – Palo Alto, CA

- Assisted the varsity and junior varsity directors in teaching and advising approximately 75 drill team students in developing physical skills and dance technique
- Planned team events, shows, and fundraisers
- Coordinated biennial trip to selected travel destination
- Maintained merits and demerits discipline records for drill team students
- Taught an eighth-grade drill prep course for students interested in drill team
- Taught a fine arts Dance I class for grades 9-12
- Developed and implemented curricula for drill team prep and Dance I courses
- Attended workshops, conventions, master classes, and other dance events for continuing education

08/2002 to 06/2004

English Language Arts Teacher
Lufkin High School – City, STATE

- Facilitated classroom instruction for average class size of twenty-five students
- Developed and implemented weekly lesson plans with emphasis on mastery in grammar and writing
- Participated in biweekly team meetings to plan, assess, and revise curricula, course content, and course materials
- Implemented classroom rules and procedures in accordance with the rules of the student handbook and district disciplinary procedures
- Prepared course materials, such as syllabi, handouts, tests, and quizzes •Evaluated and graded students’ class work and homework assignments, papers, and projects
- Maintained student attendance records, discipline records, and grades •Administered state assessment TAKS
- Maintained communication with parents through letters, emails, phone calls, and parent conferences

Education

- 05/2002

Bachelor of Science: Dance
Stephen F Austin State University - Nacogdoches, TX
- 08/2005

Master of Educational Leadership
Stephen F Austin State University - Nacogdoches, TX