

JESSICA CLAIRE

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☎ (555) 432-1000

📍 100 Montgomery St. 10th Floor

SKILLS

- Special Needs
- Classwork Oversight
- Home Therapy
- Proficient With [Technology]
- Heavy Lifting
- Data Management
- First Aid/CPR
- Good Work Ethic
- Planning & Organizing
- Team Management
- Reliable & Trustworthy
- People Skills
- Relationship Building
- Problem Resolution
- Friendly, Positive Attitude

EDUCATION AND TRAINING

Arlington High School
Arlington, MA • 06/2005

High School Diploma

Westfield State College
Westfield, MA

Lesley University
Cambridge, MA

SUMMARY

Proactive Special Education Paraprofessional skilled at working with diverse special education students. Successful at supporting children's unique needs, with great experience dealing with behavioral management. Attentive professional that brings solid background in neurodiverse instruction and classroom management. Compassionate academic with strong commitment to building welcoming and inclusive learning environments. Supports teachers with administrative assistance, classroom documentation and supplemental instruction.

EXPERIENCE

Mercy Health - Special Education Classroom Assistant
Virginia Beach, VA • 01/2003 - 08/2023

- Helped students learn to persevere with challenging tasks and build resilience for later educational efforts.
- Reviewed and reported on IEP progress.
- Evaluated student needs to provide helpful resources and support.
- Assisted faculty members or staff with student conferences.
- Consulted with teachers regarding student progress, IEP adjustments and classroom needs.
- Developed assignments for pupils to apply learning.
- Improved behavior with modification and positive reinforcement techniques.
- Supported students with personalized accommodations, extra assistance and educational assessments.
- Motivated students using feedback and encouragement.
- Advised instructor on student behavior or issues requiring immediate attention.
- Collaborated with teacher to develop personalized and successful learning strategies.
- Communicated affirmatively and promoted positive attitudes with every student.

Mercy Health - Direct Care Professional
Cincinnati, OH • 03/2013 - 05/2016

- Advocated for disabled individuals to foster communication and self-expression and achieve goals.
- Tracked and reported clients' progress based on observations and conversations.
- Enhanced patient wellbeing by supporting participation in recreational activities.
- Monitored client behaviors and emotional states, reporting concerns to case manager and documenting information in files.
- Assisted with client personal care needs to foster independence and well-being.
- Reported changes in client condition to administrators, facilitating nursing intervention.
- Used approved crisis intervention techniques in emergency situations.
- Maintained clean and well-organized environment for client happiness and safety.
- Improved patient outlook and daily living through compassionate care.

Kipp Houston Public Schools - Direct Care Professional
San Antonio, TX • 08/2009 - 11/2011

- Tracked and reported clients' progress based on observations and conversations.
- Advocated for disabled individuals to foster communication and self-expression and achieve goals.
- Organized and administered medications on schedules to alleviate symptoms and improve quality of life.
- Enhanced patient wellbeing by supporting participation in recreational activities.
- Accompanied or transported clients to appointments, errands and social activities.
- Monitored client behaviors and emotional states, reporting concerns to case manager and documenting information in files.
- Documented current patient information to update vital signs, behaviors and eating habits.
- Helped clients stay happy and healthy by providing mental and emotional support.

The Guild For Human Services - SpEd Paraprofessional
City, STATE • 01/2007 - 03/2009

- Monitored student needs and supported mobility-restricted students.
- Escorted students to restroom cafeteria, outside to playground and on field trips.
- Collaborated with teacher to develop personalized and successful learning strategies.
- Assisted faculty members or staff with student conferences.
- Maintained attendance records and documented class activity.
- Prepared handouts, study materials and other teaching aids.
- Tutored neurodiverse children individually or in small groups to foster mastery of course concepts.
- Supported students with personalized accommodations, extra assistance and educational assessments.
- Provided disabled students with assistive devices and supportive technology.
- Communicated affirmatively and promoted positive attitudes with every student.
- Consulted with teachers regarding student progress, IEP adjustments and classroom needs.
- Provided supplemental supervision in classrooms, schoolyards and cafeterias.
- Demonstrated appropriate behaviors using behavior modeling and positive reinforcement techniques.
- Improved behavior with modification and positive reinforcement techniques.
- Managed class of special education students in absence of lead teacher.