

JESSICA CLAIRE

100 Montgomery St. 10th Floor • (555) 432-1000 • resumesample@example.com

Objective

Seeking a full-time position within the fields of School Counseling and/or Special Education Administration.

Summary of Qualifications

- Certified special educator and school counselor. Knowledgeable special services director and administrator. Proficient in identifying, providing, coordinating, and progress monitoring appropriate services and related goals, supports, therapies, interventions, and transitional planning within special populations.
- Experienced in advocacy, academic, transition, and crisis intervention counseling.
- Implementation and maintenance of policies, procedures, services, and development of community and agency relationships and referrals, in compliance with laws such as FERPA, HIPAA, IDEA, FAPE, ADA, section 504, and other related legislation.
- Skilled in educational administration, clinical management, business development, and community leadership. Veteran liaison between district and site administration, community members, stakeholders, students, families, and related agencies.
- Qualified in identification and appropriation of financial, district, site, staff, and community resources. Coordination of grant writing and fundraising efforts, in conjunction with local community members, stakeholders, leadership, and non-profit organizations / foundations.
- Trained in suicide awareness and prevention. Certified in crisis prevention / crisis intervention and de-escalation and American Red Cross CPR / first aid.
- Proficient in multiple technology platforms, such as Microsoft Office and Teams, Blackboard, PowerSchool, EdPlan, Canvas, Infinite Campus, Google Suite, Discovery Education, Cengage Learning, and other multimedia platforms for virtual instruction, progress monitoring, assessment administration, targeting goals and related objectives, and measuring response to intervention.

Experience

Special Education Director / Crisis Interventionist / Transition Coordinator, 08/2021 to Current

Kroger – Monona, WI

- Provide leadership and vision to ensure continuous organizational development and improvement, maintaining knowledge of community services and resources.
- Administer, evaluate, and interpret needs-based assessments. Identify, implement / provide / coordinate, and evaluate applicable and necessary services and programs, assessing and monitoring response to interventions and effectiveness, based on targeted goals and objectives.
- Develop partnerships with families, stakeholders, and businesses/organizations, and agencies to build awareness, develop support, and share resources.
- Evaluate school Special Education programs and monitors the implementation of special education and compliance with regulations and prepare relevant and required documentation and reports.
- Assess school climate, education, social emotional learning, and mental health needs, provide appropriate responses, services, interventions to improve and support success, performance, and wellness while maintaining high expectations, equity, inclusiveness, and social justice.

IEP Case Manager / Special Educator, 08/2018 to 07/2021

Edmond Public Schools – City, STATE

- Provide academic and post-secondary educational and vocational advising, crisis prevention and response, intervention, de-escalation, and conflict mediation.
- Design differentiated curriculum. Provide individualized instruction aligned with universal design learning strategies, in addition to providing identified accommodations, modifications, and related supports necessary to facilitate student academic success and social emotional well-being.
- Administer, proctor, and evaluate normative, criterion based, and standardized assessments. Interpreting and evaluate results to identify areas of weakness, appropriate interventions, and goal progress monitoring and mastery.

Differentiated Curriculum Design & Instruction, 01/2014 to 12/2018

Self Employed Services – City, STATE

- Design differentiated curriculum. Provide instruction aligned with universal design learning strategies.
- Coordinate and ensure implementation of appropriate services, interventions, accommodations, therapies, social activities, & educational outings.

- Provide individualized instruction, monitor student grades and progress.

Clinic Manager, 08/2000 to 12/2016

Ronald S. Kline, MD – City, STATE

- Manage medical clinic. Serve as medical assistant.
- Coordinate community outreach cancer awareness and prevention events
- Implement compliance with federal and insurance regulations. Complete provider credentialing.

- Manage accounts payable and receivable. Perform insurance authorizations, billing, and appeals processes and patient billing.

Maintain patient records and confidential information, in accordance with privacy laws.

Education and Training

M.Ed: School of Counseling, 05/2022

Southeastern Oklahoma State University - Durant, Oklahoma

MSW Coursework : Social Work

The University of Texas At Arlington - Arlington, TX

Bachelor of Arts: Community Psychology, Minor in Biology, 05/2009

Saint Cloud State University - Saint Cloud, MN

Professional Affiliations

- Member, Professional Organization of Educators (POE)
- Member, American School Counselor Association (ASCA) and Oklahoma School Counselor Association (OSCA)
- Member, OKC Metro Transitions Team
- Member, OKC Regional Special Education Directors

Certifications

- OK SDE certified educator: Secondary (9-12) Biological Sciences (HOUSS), Middle Level Social Studies, School Counselor (Passed, pending degree conferment)
- Trained in trauma-informed education, suicide awareness and prevention, and substance use/abuse prevention.
- American Red Cross certified, First Aid and CPR
- Certified in Crisis Intervention, Response, and Prevention: ICISF (International Critical Incident Stress Foundation and CPI (Crisis Prevention Institute)
- Oklahoma Transitions Institute (OTI) Trained Educator