

JESSICA CLAIRE

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SUMMARY

Passionate Special Education Paraprofessional devises successful student strategies and manages classroom activities. Offers advanced qualifications combined with understanding of autism spectrum disorder and learning disabilities.

SKILLS

- Activities Oversight
- Behavioral Plan Management
- Classwork Oversight
- Teacher Assistance
- IEP Goals
- Special Needs
- Microsoft Office
- Reliable & Trustworthy
- Good Work Ethic
- Problem Resolution
- Relationship Building
- People Skills
- Critical Thinking
- Organizational Skills
- Friendly, Positive Attitude
- Flexible Schedule
- Team Building

EXPERIENCE

Special Education Paraprofessional, 01/2022 - 12/2022

Rocketship Education – Antioch, CA

- Advised instructor on student behavior or issues requiring immediate attention.
- Collaborated with teacher to develop personalized and successful learning strategies.
- Oversaw classroom and teaching materials and requisitioned low-stock items.
- Demonstrated appropriate behaviors using behavior modeling and positive reinforcement techniques.
- Managed class of special education students in absence of lead teacher.
- Worked in tandem with teacher to develop customized classroom environment conducive to students' needs.
- Instructed small groups of students in alphabet, shapes and color recognition.
- Prepared handouts, study materials and other teaching aids.

Special Education Paraprofessional, 08/2018 - 01/2020

Rocketship Education – Concord, CA

- Demonstrated appropriate behaviors using behavior modeling and positive reinforcement techniques.
- Tutored students in course material to improve comprehension.
- Supported students with personalized accommodations, extra assistance and educational assessments.
- Helped students learn to persevere with challenging tasks and build resilience for later educational efforts.
- Escorted students to restroom cafeteria, outside to playground and on field trips.
- Consulted with teachers regarding student progress, IEP adjustments and classroom needs.
- Improved behavior with modification and positive reinforcement techniques.
- Communicated affirmatively and promoted positive attitudes with every student.
- Evaluated student needs to provide helpful resources and support.
- Supervised test taking and graded papers.

CNA, 05/2016 - 11/2018

Decatur County Memorial Hospital – Greensburg, IN

- Exhibited compassionate care and communication regarding issues surrounding death and dying.
- Conducted routine checks on patient vitals, blood pressure, blood sugar and heart rate.
- Supported non-ambulatory residents in range of motion exercises.
- Collected specimens, monitored vitals and maximized patient comfort to maintain optimal environment.
- Examined and treated patient lacerations, contusions and physical symptoms and referred patients to other medical professionals.
- Documented activities and recorded information in EMR system.
- Fostered relationships with patients, caregivers and healthcare teams to achieve individual care plan targets.
- Maintained accurate, timely flow of information by completing thorough patient records and updating healthcare team on patient status.

CNA, 01/2017 - 10/2018

Decatur County Memorial Hospital – Greensburg, IN

- Turned and repositioned residents using proper body mechanics to prevent pressure ulcers.
- Looked for physical, emotional and symptomatic changes in patient condition and obtained necessary care for medical concerns.
- Distributed drinking water and nourishment to residents.
- Facilitated activities of daily living, personal hygiene management, feeding and ambulation.
- Observed and reported unusual symptoms and changes to charge nurse.
- Answered signal lights, bells or intercom systems to determine resident needs.
- Fostered relationships with patients, caregivers and healthcare teams to achieve individual care plan targets.

Preschool Lead Teacher, 09/2017 - 05/2018

Merritt Academy – Fairfax, VA

- Taught children foundational skills in colors, shapes and letters.
- Administered and documented results of student assessments.
- Used crowd management techniques to create safe and secure childcare environment.
- Met with parents to discuss child behavior and academic progress.
- Controlled classroom environments with clearly outlined rules and positive reinforcement techniques.
- Implemented hands-on, play-based strategies for experiential learning.

Lead Teacher, 03/2016 - 08/2016

Universal Health Services – Sparks, NV

- Maintained secure and disciplined classroom to provide positive learning environment.
- Handled and resolved disciplinary issues according to district protocols.
- Prepared and presented lesson plans in academic subjects using traditional and modern teaching techniques.
- Engaged students and boosted understanding of material using focused instructional strategies and hands-on activities.
- Supervised students throughout day, both in classroom and outside during breaks.
- Arranged classrooms to facilitate optimal education for student groups.

Receptionist, 04/2011 - 07/2013

GKN Aerospace Services – Amityville, NY

- Delivered administrative support to team members by making copies, sending faxes, organizing documents and rearranging schedules.
- Supplied callers with office address and directions, employee email addresses and phone extensions.
- Coordinated pick-up and delivery of express mail services.
- Greeted and directed visitors to appropriate personnel and answered average of [Number] calls and emails daily.
- Scheduled and confirmed appointments.
- Protected clients' rights by maintaining confidentiality of personal and financial information.
- Oversaw office inventory by restocking supplies and submitting purchase orders.
- Scheduled appointments and maintained and updated appointment calendars.
- Handled conference room scheduling, collaborating with meeting organizers on logistics and catering.
- Greeted customers, answered general questions and directed to appropriate locations.
- Sorted incoming mail and directed to correct personnel each day.

EDUCATION AND TRAINING

Elementary Education

Kansas State University - Kansas

Elementary Education

Wichita State University - Wichita, KS