

JESSICA CLAIRE

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

PROFESSIONAL SUMMARY

Versatile Special Education Teacher with focus on individual student needs across academia and emotional development. Empathetic and accommodating in design and implementation of hands-on lessons, catering to diverse learning abilities. Proficient in employing constant communication, patience and positive reinforcement in team efforts to deliver exceptional educational tools, fostering academic achievement.

SKILLS

- Student records management
- Conflict resolution techniques
- Differentiated instruction
- Classroom management
- Lesson Planning
- Special education
- Group and individual instruction
- Elementary education
- Analytical and Critical Thinking
- Dependable and Responsible

WORK HISTORY

- 11/2021 to Current

Special Education Teacher

Aya – Dothan, AL

 - Modified general education curriculum for special-needs students using various instructional techniques and technologies.
 - Delivered effective and differentiated classroom instruction to range of neurodiverse students.
 - Communicated nonverbally with children to provide comfort, encouragement and positive reinforcement.
 - Organized instruction material, constructed bulletin boards and set up work areas.
 - Redirected students using Positive Behavior Support (PBS).
 - Created and managed IEPs to define student learning objectives and educational strategies, in addition to applying instructional knowledge and methods to support goals.
 - Cultivated connections and strong student rapport to foster classroom engagement, in addition to recording student progress to inform parents and school administration.
 - Worked with students with moderate to severe autism to increase life skills.
 - Partnered with standard education teachers from across academic departments.

08/2021 to 11/2021

Special Education Teacher

Aya – Edison, NJ

- Delivered effective and differentiated classroom instruction to range of neurodiverse students.
- Modified general education curriculum for special-needs students using various instructional techniques and technologies.
- Communicated nonverbally with children to provide comfort, encouragement and positive reinforcement.
- Worked with students with moderate to severe autism to increase life skills.
- Provided life skills programming for students with moderate to severe autism.
- Implemented and taught life skills program, enabling students to master such tasks as checkbook balancing and laundry.
- Taught multiple subjects to students with intellectual or emotional disabilities.
- Redirected students using Positive Behavior Support (PBS).
- Taught reading, language arts and social sciences in self-contained ED and LD classroom.

10/2019 to 08/2021

Assistant Director

Saint Leo University – Saint Leo, FL

- Tracked key business metrics and made recommendations for proactive adjustments to policies and procedures.
- Trained and mentored new employees on educational practices and operations.
- Created and updated physical records and digital files to maintain current, accurate and compliant documentation.
- Analyzed impacts of regulatory changes on operations and developed mitigation plans.
- Worked closely with director to provide effective assistance for specific aspects of business operation.
- Led team of 30 teachers and staff in special projects and daily operations.
- Assisted senior leadership in managing all aspects of operations.

10/2013 to 08/2019

Professional Development Specialist

Cincinnati Public Schools – Cincinnati, OH

- Developed and delivered various training courses for staff's on-going education needs.
- Consulted and negotiated with various levels of management and stakeholders to determine training priorities and needs.
- Revised, modularized and updated old code bases to modern development standards, reducing operating costs and improving functionality.
- Collaborated with project managers to select ambitious, but realistic coding milestones on pre-release software project development.
- Implemented measurements for quality assurance procedures to improve customer satisfaction, boosting customer satisfaction 40%.
- Presented presentations to management and staff for implementation to improve operations and processes in various departments.
- Designed and developed e-learning courses, videos, simulations and online content.
- Developed training reports and summaries for management and internal audits.
- Performed new-hire orientation and training for over 50 onboarding employees.

EDUCATION

Bachelor of Science: Special Education

Western Carolina University - Cullowhee, NC

Associate of Arts: Diploma in Primary Education

Shortwood Teachers' College - Kingston, Jamaica

08/2019 **Ph.D.: Educational Leadership**
Praire View A&M Uniiversity - Prairie View, TX

2011 **Master of Arts: Curriculum And Instruction-Reading Education**
Prairie View A & M University - Prairie View, TX