

# JESSICA CLAIRE

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## PROFESSIONAL SUMMARY

Knowledgeable educator with over [Number] years of experience providing educational guidance and mentorship to [Type] students. Shifts teaching methods and instructional materials to meet students' needs. Caring and enthusiastic with demonstrated skills in [Skill] and [Skill]. Eager to parlay teaching expertise to new position utilizing [Skill] talents. Dedicated [Job Title] offering [Number] years of experience in education. Resourceful and passionate educator with adaptable and approachable style. Expertise includes test preparation and ongoing evaluations. Technically-astute [Job Title] experienced in offering positive and nurturing learning environments to foster language development. Skilled at assisting students to grow, develop and grasp [Type] material. Familiar with group and individual language instructional strategies, record- keeping and student safety policies. [Job Title] with over [Number] years of successful experience in [Skill] and [Skill]. Recognized consistently for performance excellence and contributions to success in [Industry] industry. Strengths in [Skill] and [Skill] backed by training in [Area of study]. Experienced [Job Title] with over [Number] years of experience in [Industry]. Excellent reputation for resolving problems, improving customer satisfaction, and driving overall operational improvements. Consistently saved costs while increasing profits. Positive and upbeat [Job Title] with over [Number] years of classroom teaching at [Type] grade levels. Track record of consistently improving student comprehension and test scores for students across all learning levels. Highly qualified with [Degree] in [Area of study] and certified in [Area of certification] in [State]. Learned English Language Teacher with experience teaching elementary and middle grades students. Known for instilling love of language, books and reading in students and encouraging improved learning across curriculum. Certified in [Area of certification] and licensed in [State] to teach [Type] grade levels. Productive [Job Title] with excellent problem-solving and time management skills. Teach students fundamentals of social studies, including physical and human geography. Organized and efficient with maintaining student records and completing progress reports. Ready to apply [Area of expertise] expertise to dynamic new position. Professional [Job Title] focused on maximizing student educational potential by applying diverse instructional strategies and classroom management techniques. Skilled in delivering lectures, facilitating discussions and planning hands-on activities to enhance learning. Expert in [Type] teaching approaches.

## SKILLS

- Staff Development
- Instructional design
- Program Development
- College preparation
- Curriculum Development
- Recordkeeping
- Technology integration
- K-12 Education
- Educational leadership
- Differentiated instruction
- Organization
- Project Organization
- Regulatory Compliance
- Communications
- Process Improvement
- Team Management
- Problem Resolution
- Team Building
- Supervision
- Budgets
- Customer service

## WORK HISTORY

### English Language Arts Teacher, 08/2011 - Current

Albany Charter School Network – Fogelsville, PA

- Delivered instruction in language arts encompassing reading, grammar, composition and literature, working with teachers in other subjects to integrate skills across curriculum.
- Sponsored several student activities and clubs including [Type] and [Type], dedicating over [Number] hours per week outside regular school hours.
- Developed age-appropriate lesson content for literature pieces including short stories, poetry, plays and non-fiction to meet diverse learning styles.
- 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.
- Monitored comprehension of material among students and created re-teaching strategies to cover gaps in learning indicated by test scores and quizzes.
- Created language arts lesson plans for [Type] students to meet learning needs, adhere to curriculum standards and build interest in learning.
- Communicated with parents in person, by email and phone to apprise of student progress, challenges and behavior issues.
- Established positive classroom management boundaries to create safe, known environment for behavior among students.
- Built relationships with students to understand obstacles to learning such as difficult home situations, illness or social hurdles.
- Implemented innovative teaching approaches for special needs students to meet requirements of individualized education plans.
- Authored tests and quizzes to evaluate student learning and comprehension.
- Developed teaching materials to supplement standard curriculum, enhancing learning concepts and promoting student engagement.
- Helped students develop important learning skills and good study habits useful in trade school or college education.
- Created engaging lesson plans, fostered culture of discovery and provided well-organized classroom structure to help students succeed in program.
- Administered standardized tests in accordance with [Type] testing programs.
- Selected and requisitioned appropriate books and instructional aids to complement lesson plans.

### AVID Program Coordinator, 08/2008 - 07/2011

Albany Charter School Network – Fort Collins, CO

- Evaluated programs and monitored implementation and compliance with regulations to achieve objectives.
- Maintained program files, records, databases and websites to gather research and prepare and submit [Type] reports.
- Directed day-to-day operations of education program and supervised support staff to delegate assignments and evaluate performance.
- Scheduled educational activities, faculty lectures and departmental events to drive mission and values of institution.
- Represented educational program at meetings and conferences to serve as subject matter liaison for array of services and activities assigned.
- Planned and implemented staff development and in-service training programs to enhance knowledge and skills.
- Implemented program-level departmental policies and procedures and managed budgets to support educational program and curriculum.
- Acquired grants and other sources of funding for educational programs and projects and drafted proposals and agreements to support proper allocation.
- Developed team communications and information for [Type] meetings.
- Conferred and resolved education-related issues and problems with students, parents and school officials.
- Served as academic and social resource for high school and middle school students, leading writing process improvements, study skills, note-taking, test-taking skills and overall stress management.
- Participated in creative meetings to assist in developing ideas and defining project deadlines.
- Prepared instructional materials and tutorial practice techniques for such subjects as mathematics, English and [Type].
- Encouraged students to develop perseverance mindset while teaching long-term visualization of success.
- Conducted private and group instruction to improve academic performance, enhance occupational skills and prepare for standardized tests.
- Guided students through skillset self-discovery to navigate career and college decision processes.
- Developed positive reinforcement techniques to provide feedback to students while building individual confidence levels.
- Emphasized web etiquette and practical applications of technology for professional use.
- Used [Software] and [Software] to maintain proper documentation of student files, portfolios and records.

### English Language Arts Teacher, 09/2006 - 06/2011

Beaufort County School District – City, STATE

- Delivered instruction in language arts encompassing reading, grammar, composition and literature, working with teachers in other subjects to integrate skills across curriculum.
- Developed age-appropriate lesson content for literature pieces including short stories, poetry, plays and non-fiction to meet diverse learning styles.
- Created language arts lesson plans for [Type] students to meet learning needs, adhere to curriculum standards and build interest in learning.
- Monitored comprehension of material among students and created re-teaching strategies to cover gaps in learning indicated by test scores and quizzes.
- 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.
- Communicated with parents in person, by email and phone to apprise of student progress, challenges and behavior issues.
- Built relationships with students to understand obstacles to learning such as difficult home situations, illness or social hurdles.
- Authored tests and quizzes to evaluate student learning and comprehension.
- Implemented innovative teaching approaches for special needs students to meet requirements of individualized education plans.
- Developed teaching materials to supplement standard curriculum, enhancing learning concepts and promoting student engagement.
- Identified students struggling with material and made arrangements to meet one-on-one during study hall or other time periods to provide additional instruction in one-on-one environment.
- Assessed students' strengths and weaknesses regularly to provide appropriate methods for addressing learning needs.
- Communicated with students in French to foster oral proficiency.
- Utilized curriculum which reflected diverse educational, cultural and linguistic background of student body.
- Created engaging lesson plans, fostered culture of discovery and provided well-organized classroom structure to help students succeed in program.
- Administered standardized tests in accordance with [Type] testing programs.
- Collaborated on and implemented innovative pedagogical initiatives that focused on student-first, hands-on and experiential learning to foster French instruction.
- Selected and requisitioned appropriate books and instructional aids to complement lesson plans.
- Explored and implemented innovative use of technology in language education.

## EDUCATION

### Bachelor of Arts: English, 05/2005

University of South Carolina - Columbia - Columbia, SC

## ACCOMPLISHMENTS

- Supervised team of [Number] staff members.
- Collaborated with team of [Number] in the development of [Project name].