

JESSICA CLAIRE

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Professional Summary

Skilled, 26-year Language Arts Teacher knowledgeable in building strong verbal and written communication skills in students through successful curriculum selection, lesson planning, and classroom management.

Skills

- Field trip planning
- Smartboard operation
- Individualized instruction
- Student assessments
- Lesson plan implementation
- IEP familiarity
- Grading proficiency
- Verbal and written communication

Work History

Language Arts and Communications Teacher, 01/2001 to Current

State University Of New York At Cobleskill – Cobleskill, NY

- Business and Technical Communications, Oral Communications, Advanced Placement English Literature and Composition, English 10, English 11, Written
- Communications, Dual Credit - NTC, English Team Leader, Instructional Coach, Leader of Values Committee, Building Leadership Team, Technology Committee
- Duties:
 - Searched, developed, and implemented all syllabi and overall course structures; maintained and organized records, collaborated on and designed curriculum within teams; created lessons, assignments, formative and summative assessments; created and maintained a budget, including mini-grants with justification; orally and electronically conducted parent/teacher conferences as needed; conducted research and attended conferences on the use of technology on the job
 - Designed and implemented Student Learning Objectives (SLO) within Professional Learning Committees (PLC) while collaborating with team members and administrators, and instructed and coached young leaders in leadership roles, as well as other teachers and colleagues in UDL training.
 - Evaluated academic skills of each student through verbal assessments, graded assignments and standardized tests.
 - Administered assessments and standardized tests to evaluate student progress.
 - Promoted effective verbal and written communication through listening, speaking, reading and writing practice.
 - Led interesting and diverse group activities to engage students in course material.
 - Built learning and citizenship skills to help with personal growth in addition to increasing academic knowledge.
 - Helped students develop academic, social and emotional skills for long-term success.
 - Prepared and implemented lesson plans covering required course topics.
 - Worked with administrators on behavioral issues to support needs of students.
 - Completed in-service and additional training to maintain professional growth.
 - Encouraged independent thought, good judgment and expression of original ideas.
 - Utilized group and hands-on learning experiences for proficient teacher evaluation score.
 - Integrated Smartboard and other instructional technologies into classroom.

Adjunct Instructor, 01/2010 to 01/2012

State University Of New York At Cobleskill – Cobleskill, NY

- Developed syllabus and overall course structure; kept diligent grade records and communicated orally in writing with the students and administration, collaborated on curriculum and exam development with other instructors, graded all written work, including final exam papers, and worked with students of diverse backgrounds without judgment who needed guidance
- Created and implemented course agendas, lesson plans and activities to successfully meet course objectives.
- Defined and articulated goal learning outcomes, performance metrics and changes to improve student learning.
- Engaged students with insightful and compelling classroom discussion of topics relevant to coursework to boost student learning and retention.
- Attended meetings and workshops to refine and enhance instructional skills.
- Consistently communicated with students to acknowledge and reward positive strides and discuss areas of improvement.
- Used technological equipment to enhance process of students' learning.
- Examined and graded assignments and assessments to report grades to appropriate personnel.

Adjunct Instructor, 01/2009 to 01/2011

Northcentral Technical College – City, STATE

- Developed syllabus and overall course structure; kept diligent grade records and communicated orally in writing with the students and administration, collaborated on curriculum and exam development with other instructors, graded all written work, including final exam papers, and worked with students of diverse backgrounds without judgment who needed guidance
- Defined and articulated goal learning outcomes, performance metrics and changes to improve student learning.
- Engaged students with insightful and compelling classroom discussion of topics relevant to coursework to boost student learning and retention.
- Attended meetings and workshops to refine and enhance instructional skills.
- Consistently communicated with students to acknowledge and reward positive strides and discuss areas of improvement.
- Improved student understanding by efficiently managing teaching materials and answering students' discussion inquiries.
- Used technological equipment to enhance process of students' learning.

Teacher Communications, 01/1995 to 01/2001

Colby Middle And High School – City, STATE

- College-Bound Reading and Writing in High School,
- Middle School Spanish, Hyperstudio Creation, and technology
- Duties:
 - Developed syllabus and overall course structure, administered all grades and kept records, collaborated on curriculum and exam development, graded all written work, including final exam papers
 - Conducted parent/teacher conferences when needed, organized practices, competitions, fundraisers, and performances for high school dancers
 - Conducted meetings of the teacher leadership team: planned the agenda and kept attendance
 - Coach of Varsity Pom Pon Squad, and Leader on Steering Committee
 - Prepared and implemented lesson plans covering required course topics.
 - Administered assessments and standardized tests to evaluate student progress.
 - Worked with administrators on behavioral issues to support needs of students.
 - Adapted lesson plans and curricula to student interests, increasing GPAs and student engagement.
 - Coordinated theme days for classes to encourage interest in reading, resulting in significant increase in reading scores.
 - Kept classroom organized, clean, and safe for students and visitors.
 - Helped students develop important learning skills and good study habits useful in trade school or college education.
 - Completed in-service and additional training to maintain professional growth.
 - Led interesting and diverse group activities to engage students in course material.

Education

Master of Science: English, 05/2007

University of Wisconsin Stevens Point - Stevens Point, WI

Bachelor of Arts: English, 1995

The College of St. Scholastica - Duluth, MN

Member: Kappa Sigma Sigma, Cum Laude