

# JESSICA CLAIRE

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## SUMMARY

I have had the unique opportunity not only to be a team leader at ODA for a number of years, but also be mentored over the last two years by a colleague with over 20 years of leadership at ODA. Through observation and educational growth through course work, I was able to reflect on my own leadership style from the past and find areas of growth and expertise I can carry back into the role again. My strengths remain in finding the strengths within my team, growth in curriculum and leadership coursework, collaboration, promoting team growth and development, student centered and individual collaboration and problem-solving, and providing a balance between being a leader, a mentor, a nurturer, and colleague. I feel I would most benefit the 7th grade team with my organizational skills as well as creating a balance where individual teachers enhance the team by bringing their strengths to the team while guiding them through the growth process of teaming together. As a second female to the team with many years experience as a 7th grade team leader, I feel I bring an added perspective as well as years of ODA core values.

## SKILLS

- DEI trained and coursework
- Microsoft applications proficiency
- Carnegie Mellon Coding Certificate
- Organization
- Teamwork and Collaboration
- Collaboration
- Training and Development
- Critical Thinking
- Analytical and Critical Thinking
- Problem-Solving
- Decision Making
- G-Suite
- Teambuilding
- Dependable and Responsible
- Conflict Resolution
- Written Communication
- Good Telephone Etiquette
- Organization and Time Management
- Excellent Communication
- Interpersonal Communication
- Technological Instruction
- Student-Centered Learning
- SMART Board Aptitude
- Positive Learning Environment
- Instructional Best Practices
- Innovative Lesson Planning
- Group Learning Mechanics
- Differentiated Instruction
- Creative Questioning
- Age-Appropriate Lesson Planning
- Middle School Education
- Student Progress Reporting
- Curriculum Development
- Student records management
- Standardized Testing
- RTI familiarity
- DRA familiarity
- Special education
- ED Plan background
- Inquiry-based learning
- Social-Emotional Learning training
- Blackboard software
- Child development
- Group and individual instruction

## EXPERIENCE

### Science Teacher, Former Team Leader, Former Dean, STEM Coordinator and Teacher, 06/2009 - Current

#### Horace Mann Educators Corporation – Plum, PA

- Working with FCIS both internal and attending external evaluation with committee in May 2022
- Developed and successfully implemented minimester trips.
- Ran Student Government for 3 years at the middle school level.
- Successfully improved student participation in the classroom through integration of creative lesson
- Lead 7 members of a 7th-grade team for 9 years in making policies
- Fostered positive employee relationships through communication, training and development coaching.
- Evaluated submitted assignments for clarity and skills, assigned grades and discussed results with struggling students to enhance understanding of course objectives.
- Assessed, motivated and empowered team members to work to build customer satisfaction and loyalty, to support retention and growth.
- Mentored newly hired employees using the core values of ODA.
- Promoted to leadership position in recognition of strong work ethic and provided exceptional customer service.
- Formed, facilitated and led student group through new establishment of STEM program and club while mentoring individual learners.
- Liaison between administration and teachers to implement and discuss school policies and develop procedures
- Oversaw student progression throughout 7th grade and into 8th grade
- Implemented and oversaw ongoing conversations between 6-12 science teachers to insure student achievement
- Implemented reading and writing workshops to increase student literacy and support school reading programs
- Worked with School Board and revised the institute's policies and rules
- Developed program to work with students and increase interest in higher learning
- Improved student's analytical skills by introducing state-of-the-art computer program technologies
- Modified the general education curriculum for special-needs students based upon a variety of instructional techniques and technologies
- Fostered meaningful relationships among students through student field-trip retreats and team-work community service projects
- Consistently received positive teacher evaluations from students
- Met with parents to resolve conflicting educational priorities and issues
- Mentored and guided employees to foster proper completion of assigned duties
- Assessed submitted class assignments, determined grades and reviewed work with struggling students to boost success chance
- Kept classroom environments consistent and focused on learning by establishing and enforcing clear objectives
- Built strong relationships with customers through positive attitude and attentive response
- Initiated timely response to emails, voicemails and written correspondence
- Planned, prepared and taught lesson plans, giving students individual support
- Coordinated and collaborated with other faculty members during lesson plan development
- Collaborated with parents, administrators and counselors to develop improvement plans for struggling students
- Boosted individual perseverance and resilience by setting challenging goals and providing realistic support
- Implemented new technologies into classroom, boosting student understanding of subject matter
- Piloted iPad program for the middle school
- First teacher to move away from the use of textbooks for learning
- Guided teachers in use of technology in the classroom
- Assistant coach of girls soccer, middle school girls basketball, JV coach to the girls softball team, and Varsity girls soccer team.
- Developed and taught 6-8 STEM integrated curriculum
- Worked on developing Esport team for the middle school
- Participated in multiple STEM competitions

### Lead Science Teacher, Team Leader, 06/1998 - 07/2009

#### CCSD 46 – City, STATE

- Mentored and guided employees to foster proper completion of assigned duties through the role of Team Leader
- Built strong relationships with customers through positive attitude and attentive response
- Communicated frequently with parents, students and faculty to provide feedback and discuss instructional strategies
- Planned and implemented integrated lessons to meet national and State standards
- Improved average scores on State Science exam by 12 points
- Encouraged creative thinking and motivated students by addressing individual strengths and weaknesses based on standardized testing results
- Devised and implemented strategies to create and maintain cohesive school community within virtual classroom setting
- Supervised learning groups of students in classroom stations
- Attended IEP meetings for students and families
- Used ATLAS Mapping to create a curriculum map for 6-8 science
- Supervised, mentored, and assessed teacher performance.

### Department Lead Teacher, 07/1998 - 06/1999

#### St Anastasio School – City, STATE

- Successfully improved student participation in the classroom through integration of creative role-playing exercises
- Served on School Affiliation Board and revised the institute's policies and rules
- Developed program to work with students and increase interest in higher learning
- Developed and implemented curriculum K-8

### Participant Services Representative

#### FCIS Accreditation

- Member of school SIP committee as well as curriculum committee at CCSD 46.
- Worked with a group of professionals through the examination of the mission statement of the school
- Evaluation of school tech and academic in evaluation process
- Administration positions - for 9 years, managed 7th grades teachers that resulted in creating innovated learning experiences
- Created 2 and led 9 7th grade minimester trips.
- Curriculum Design- Designed, developed and implemented daily lessons for 200 students
- Led Student Government at ODA for 2 years
- Served as assistant coach both middle school and varsity levels.
- Built relationships with participants through positive attitude and communication.
- Led the Duke Tipp organization for 7th grade at ODA
- Displayed strong telephone etiquette, effectively handling difficult calls.
- Collected payments, tracked rewards and handled customer service issues for minimester trips.
- iPad Pilot Program for 7th and 8th grade science 2011
- Four- year presenter at NSTA conference
- Independent School Presenter
- Improved student test scores on Illinois State test to 96% in one -year period by implementing new curriculum
- Curriculum Development
- Tailored educational curriculum to students with range of learning styles, disabilities, strengths, and weaknesses
- Developed innovative semester lesson plans and practical application exercises for classroom
- Targeted Development programs
- Met with parents and guardians to discuss children's progress and to determine priorities and resource needs
- Student Progress Conferences
- Conducted conferences with parents, administrators, testing specialists and social workers to discuss educational plans designed to promote students' educational/social development
- Curriculum Implementation
- Taught reading, language arts, social studies, mathematics, science, art and physical education to pupils utilizing course of study adopted by the Board of Education
- Technology Integration
- Participated in technology training courses and trained colleagues in new technology concepts and practices applicable for the classroom
- First round implementation of iPad program
- Student Motivation
- Developed materials for after-school book club to motivate student to read classic novels and increase literacy among middle school students
- Interactive Learning
- Introduced and encouraged debate-style classroom setting to increase student active participation and critical thinking
- Data Organization
- Organized scores of over 80 students into online database for parents' immediate access.

## EDUCATION AND TRAINING

### Ph.D: Curriculum and Instruction- Emphasis, Cognition and Instruction Educational, 06/2001

#### Capella University - Minneapolis, Aurora, MN, IL

### M.Ed: Educational Administration, 01/1998

#### Loyola University - Chicago, IL

### M.Ed: Curriculum and Instruction/ Biology, 01/1996

#### St Norbert College - WI

### Bachelor of Arts: Education and Biology

## ACTIVITIES AND HONORS

National Science Teachers Association (NSTA), 1997-2000 Association for Supervision and Curriculum Development (ASCD) 2001, 2019  
Kappa Delta Phi Honors Society- for PhD coursework 2021- The National Society of Leadership and Success 2020

## ACCOMPLISHMENTS

- Carnegie Mellon Certified in Robotics, Volunteered as temporary student guidance counselor to help resolve student personal issues
- Student Involvement
- Volunteered as faculty member representative for robotics, Science Olympiad, Rube Goldberg, R.C Car, and Science- Fiction club
- Supervising weekly meetings and attending weekend competitions
- Affiliations
- STA
- SCD

## CERTIFICATIONS

IL Type 3 Elementary Education Certificate with Middle School Endorsement WI Type 75 Educational Administration