

JESSICA CLAIRE

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PROFESSIONAL SUMMARY

Detailed-oriented, problem solving Educator with 21 years of experience in academic roles such as General Education Teacher, Education Specialist, Administrative Designee, County District Representative, Private School District Representative, Home/Hospital Special Education Services Coordinator/Facilitator, Mentor, Professional and Technology Support Provider, culturally sensitive and adept at making hard choices to benefit student, staff, parent, and teacher growth.

DESCRIPTORS

- Motivated, problem solver, dedicated, efficient, detail oriented, organized
- Punctual, reliable, responsible, flexible, committed, personable, supportive, creative, friendly, understanding

EDUCATION

National University
La Jolla, CA • 10/2022

Preliminary Administrative Services Credential: Education Administration

California State University - San Bernardino
San Bernardino, CA • 12/2008

Master of Arts: Special Education

California State University - San Bernardino
San Bernardino, CA • 12/2001

Multiple Subject Teaching Credential: Elementary Education

University of California,
Riverside
Riverside, CA • 12/1998

Bachelor of Arts: Psychology

WORK HISTORY

Para Los Ninos - Teacher on Assignment-Education Specialist
Los Angeles, CA • 10/2017 - Current

- Schedule, organize, and facilitate district Individual Education Plan (IEP) meetings
- Provide consultative services to private school teachers with special education students.
- Academic assessments for initial and triennial evaluations
- Provide professional development trainings to staff at public and private schools.
- Met with parents and guardians to assist in understanding and supporting educational objectives, learning expectations and behavior standards based on the students IEP.
- Coordinate regular meetings with the district private school team for staff support, scheduling, planning.
- Develop and maintain positive relationships with district staff and private school staff
- Collaborate with district staff and various SELPA's within the district location to support student learning and achievement for students in County Deaf and Hard of Hearing and Visually Impaired programs.
- Organize/Facilitate IEP's for the district Home/Hospital Program
- Administrative Designee for district Home/Hospital Program
- Coaching and Mentoring new special education teachers
- Support team members with Internet Technology issues with Wi-Fi, Zoom, Google Docs/Forms/ Sheets, Microsoft Word, Formatting docs
- Creating written procedures that are clear/concise and easy to follow for team efficiency and time management.

Catapult Learning - Resource Specialist Teacher
Oviedo, FL • 09/2007 - 09/2017

- Developed and implemented an Individual Education Plan for students with various disabilities.
- Collaborated with parents, general education teachers, intervention teachers, support staff to support students on an IEP.
- Supported general education teachers with students on an IEP.
- Instructed students with physical and cognitive disabilities.
- Delivered effective and differentiated classroom instruction to students from a wide range of ability levels
- Modified general education curriculum for special-needs students using various instructional techniques and technologies.
- Assisted struggling students to maintain progress levels by designing individualized lesson plans focused on areas for improvement.
- Created learning and content strategies to meet needs of mentally and physically disabled students.
- Cultivated connections and strong student rapport to foster classroom engagement, in addition to recording student progress to inform parents and school administration.

Ontario Montclair School District - General Education Teacher
City, STATE • 09/1999 - 09/2007

- Instructed in grades 2-6
- Observed and evaluated students' performance, behavior, social development, physical health.
- Encouraged interactive learning by incorporating educational software and the Internet.
- Met regularly with parents and guardians to discuss children's progress and to support learning and healthy development
- Worked with other teachers and administrators to evaluate and revise elementary school programs.
- Adapted teaching methods and materials to meet students' varying needs and interests.
- Supervised an average of 22-30 students in classrooms, halls, cafeterias, schoolyards, and on field trips.
- Planned and implemented creative lessons in accordance with district, county, state, and federal guidelines.
- Maintained accurate and complete records for 22-30 students.
- Worked with other teachers and administrators to evaluate and revise elementary school programs.
- Lead the Student Study Team in supporting students and teachers with intervention strategies.
- Mentor teacher for various "new" teachers in teacher credentialing programs.