

JESSICA CLAIRE

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SUMMARY

Due Process Facilitator, Educator, Special Programs Coordinator, AP Testing Coordinator, 504 Coordinator, RTI Coordinator, and Gifted Coordinator versed in monitoring compliance of students with disabilities and gifted education, monitoring paperwork, and working with a wide variety of educational needs.

HIGHLIGHTS

- ensured compliance with regulations and laws for students with disabilities
- taught students with disabilities and regular education students
- wrote grants
- obtained highly qualified status for social studies
- served on school's leadership team
- demonstrated excellent organizational skills and efficiency
- met with local private school to establish eligibility for services
- worked with data processor to maximize FTE funds.
- coordinated the gifted program
- coordinated AP testing
- coordinated the program for students with disabilities
- wrote 504 plans and IEPs
- spearheaded the ASPIRE program that fosters student participation in their educational plans
- spearheaded the Tomorrow Today program that emphasizes more student and parent involvement in their post-secondary educational plans
- coordinated parent nights for parents of students with disabilities
- served as liaison between school and Vocational Rehabilitation to ensure successful transition to school or work.

ACCOMPLISHMENTS

Special Education Teacher of the Year for Putnam County School System 2002-2003.
Teacher of the Year for Putnam County High School for 2011.

EXPERIENCE

Putnam County High School - Due Process Facilitator/Special Programs Coord./AP Testing Coord./
Gifted Coord./Inclusion Teacher
City, STATE • 05/1993 - Current
reviewed standardized testing data
wrote/reviewed IEPs
facilitated IEP meetings
conducted departmental meetings
attended trainings at least twice per year and redelivered relevant information to department
wrote 504 plans and facilitated 504 meetings
scheduled and administered AP tests
coordinated the gifted program
monitored compliance of accommodations in classrooms and standardized tests
worked with team to create procedures manuals and improvement plans
co-taught Economics

EDUCATION

Georgia College
Milledgeville, GA • 1995

Master of Education: Special
Education

Georgia College
Milledgeville, GA • 1992

Bachelor of Science: Special
Education