

Jessica Claire

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SUMMARY

Education professional driven to create an environment that promotes hands-on learning for children at all stages of the learning process. Friendly and energetic director with 12 years in assistant teaching in both public and private classroom environment. Motivated professional with extensive knowledge of the private education system and educational testing standards. Exceptional communicator with advanced problem-solving skills. Motivated to help students learn and be happy, healthy and well-behaved.

HIGHLIGHTS

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- Certified in Early Childhood Education
- Proficient in childcare management software
- Arts and crafts
- Classroom management
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- First Aid and CPR Certified
- Classroom management
- Strong communicator
- Calm and patient
- 9 years as summer camp counselor

ACCOMPLISHMENTS

Created a tutoring program for students with diagnosed learning disabilities. Promoted to Director after 9 months of employment. Trained 19 other private school staff members. Founded and led a comprehensive after school enrichment program at VBCA. Designed and conducted a professional development workshop in "Supervising Students" for VBCA staff in July 2009. Received "Certificate of Appreciation" in 2008.

EXPERIENCE

- 07/2007 to Current **Director of Christian Education**
Ymca Of Greater Boston Inc – Needham, MA
- Responsibilities Oversee and manage daily operations of the Private School within the Church ministry; including choosing curriculum and implementing programs of Christian education for those families of the faith community who request it.
 - I also have the opportunity to work one on one with students- facilitating learning in a quiet, positive environment that I helped to create.
 - Accomplishments: I have successfully assisted students from Preschool to High school reach their academic potential.
 - I have successfully assisted families in their search for an alternative to public education.
 - We average 90 percent of our students going to college from high school graduation.
 - Since I took over as Director, we have achieved "Model School Status" four years in a row.
 - I also, as Director, was able to help the Academy earn a certification of Accreditation from the National Association of Private Schools.
 - This was something that had not been achieved since the school opened in 1979.
 - Skills Used My strongest skill is that of working one on one with a student who needs assistance with learning.
 - I have specific training from Accelerated Christian Education on how to best utilize their curriculum.
 - The other teachers here come to me for advice when they have problems they need solving.
 - I enjoy helping them find solutions to help children and their families.
- I maintain daily records of all student's individual activities, progression through the curriculum, behaviors, meals, and spiritual as well as physical fitness and development. I create and implement developmentally-appropriate programs that address all learning styles. I have established a safe play environment for the children. I distribute quarterly educational assessments, similar to report cards, to each parent. help to maintained a child-friendly environment with access to outdoor activities. I incorporate music, art and theater into lesson planning. I complete all required documentation for the program. I help children reach milestones in the area of self-care, and self-directed learning. I have developed professional relationships with parents, teachers, directors, health care workers and therapists. I work closely with the Head Administrator, family care workers, classroom teaching team and other specialists. I collaborate with colleagues on developing new classroom projects and monthly themes. We daily observe children for signs of illness, injury, emotional disturbance, learning disorders and speech problems.
- 07/2004 to 05/2007 **Preschool Teacher**
Ymca Of Greater Boston Inc – Woburn, MA
- Responsibilities Teach preschool.
 - Planning fun, engaging, daily learning activities around specific criteria for ages 2-4 years.
 - Accomplishments Working together with another teacher in the classroom to provide a high-quality preschool experience for 2-4year old children.
 - Skills Used I successfully met the goals that were set for me by the Director of the preschool.
 - I enjoyed the implementation of programs and used my skills in documenting progression of learning for each individual child placed in my care.
- 07/1991 to 03/1993 **Preschool Teacher**
Headstart Child And Family Services – City, STATE
- Teach preschool.
 - Planning fun, engaging, daily learning activities around specific criteria for ages 2-4 years.
 - Accomplishments During this time, I was completing my CDA certification, and earning college credit hours for Early childhood education.
 - Skills Used I achieved my personal goal of completing my Child Development Associate as well as meeting the goals that were set for me by the Director of the preschool.
 - I enjoyed the implementation of programs and used my newly acquired skills in documenting progression of learning for each individual child placed in my care.

EDUCATION

- 2017 **B.A: Liberal Arts Special Education/Christian Ministries**
John Brown University - Fort Smith, AR
Currently pursuing a Liberal Arts Degree
Special Education/Christian Ministries
- CDA in Early Childhood Development
- Council for Early Childhood Professional Recognition -
- Beebe, AR

SKILLS

Academic, Capable Director, High-Quality, Focused, Professional