

# Jessica Claire

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## PROFESSIONAL SUMMARY

Forward-thinking individual with love of literacy and dedication and strong critical thinking and analysis offering more than six years of facilitating positive learning environments. Proven skills in verbal and written communication and problem-solving combined with unsurpassed work ethic, proactive mindset and detail-oriented approach. Enthusiastic with a background of assisting both students and faculty in instructional and learning tasks. Skillful in group activity planning, management, and material preparation. Energetic and patient possessing strong communication and interpersonal skills needed to assist students towards success. Eager lover of learning with strong sense of customer service looking to serve students and faculty in research and pursuit of knowledge.

## SKILLS

- Teaching and Instruction
- Emotional Support
- Verbal and written communication
- Documentation
- Activity Planning
- Educational assistance
- Reading groups
- Literacy Development
- Social media knowledge
- Critical thinking and problem-solving skills
- Works well independently
- Friendly
- Literary knowledge
- Strongly service-oriented

## WORK HISTORY

### SPECIAL EDUCATION PARAPROFESSIONAL 08/2021 to CURRENT

#### Options For Youth - San Bernardino County | Moreno Valley, CA

- Supported teacher in development of individual learning strategies.
- Maintained positive attitude and affirmatively communicated with each student.
- Delivered personalized educational, behavioral and emotional support to individual students to enable positive learning outcomes.
- Documented student behaviors, interventions and outcomes to enable lead teacher to address pertinent issues.
- Interacted physically and verbally with students throughout each day.
- Offered student support through special accommodations, extra assistance and assessments.
- Oversaw class of students in absence of instructor.
- Alerted instructor to student behavior or issues requiring intervention.
- Monitored student classroom and outdoors activities to promote student safety.
- Conducted small group and individual classroom activities with students based on differentiated learning needs while Claireying out IEP goals.
- Played essential role in delivering individualized services and supporting instruction.
- Aided special education teachers in delivering important services for individuals with exceptionalities.
- Maintained inclusive learning environment to enable students to gain maximum benefit from lessons.
- Implemented lessons initiated by teacher or related services personnel.
- Worked cooperatively with students of various culturally diverse backgrounds and learning styles.
- Prepared instructional materials for group and one-on-one use to comply with established curriculum.
- Increased proficiencies by attending professional developmental workshops on learning goals, classroom management, student motivation and engaging learning activities.
- Maintained student-centered, supportive environment in delivering learning experiences.
- Set up visual aids, equipment and classroom displays to support teacher's lesson delivery.
- Assisted in instructional processes by communicating perceptions of student progress and needs to teacher.

### SPECIAL EDUCATION PARAPROFESSIONAL & ELA TEACHER 09/2017 to 06/2021

#### Fortiss | Los Angeles, CA

- Prepared and implemented lesson plans covering required course topics.
- Administered assessments and standardized tests to evaluate student progress.
- Established appropriate deadlines and provided complete instructions for reading assignment and homework.
- Utilized multimedia strategies and technology to convey information in fresh and interesting ways.
- Planned dynamic lessons to increase student comprehension of books and literary concepts.
- Built learning and citizenship skills to help with personal growth in addition to increasing academic knowledge.
- Worked with other teachers to support struggling students and provide thorough help to rectify comprehension issues.
- Helped students develop important learning skills and good study habits useful in trade school or college education.
- Supported teacher in development of individual learning strategies.
- Maintained positive attitude and affirmatively communicated with each student.
- Collaborated with teacher to create customized classroom environment integral to students' needs.
- Delivered personalized educational, behavioral and emotional support to individual students to enable positive learning outcomes.
- Documented student behaviors, interventions and outcomes to enable lead teacher to address pertinent issues.
- Interacted physically and verbally with students throughout each day.
- Offered student support through special accommodations, extra assistance and assessments.
- Oversaw class of students in absence of instructor.
- Assisted teachers with classroom management and document coordination to maintain positive learning environment.
- Conducted small group and individual classroom activities with students based on differentiated learning needs while Claireying out IEP goals.
- Monitored student classroom and outdoors activities to promote student safety.
- Played essential role in delivering individualized services and supporting instruction.
- Implemented lessons initiated by teacher or related services personnel.
- Worked cooperatively with students of various culturally diverse backgrounds and learning styles.
- Prepared instructional materials for group and one-on-one use to comply with established curriculum.
- Maintained student-centered, supportive environment in delivering learning experiences.
- Set up visual aids, equipment and classroom displays to support teacher's lesson delivery.

### PARAPROFESSIONAL 09/2016 to 06/2017

#### Holbrook Schools John F. Kennedy Elementary School | City, STATE

- Relieved classroom teacher during breaks and maintained order and structure in classroom.
- Encouraged dynamic and pleasant educational environment by promoting both gentle discipline and cooperation.
- Oversaw students in classroom and common areas to monitor, enforce rules and support lead teacher.
- Organized and guided skills practice, research and memorization tasks for students.
- Set up visual aids, equipment and classroom displays to support teacher's lesson delivery.
- Instructed small groups of students in basic concepts such as alphabet, shapes and color recognition.
- Prepared instruction materials, constructed bulletin boards and set up work areas.
- Handed out classroom materials, like pencils, paper and crayons.
- Assisted classroom teacher in supervising snack time and indoor and outdoor play.
- Reported on student progress, behavior and social skills to parents.
- Delivered personalized educational, behavioral and emotional support to individual students to enable positive learning outcomes.
- Tailored lesson plans for students with emotional and cognitive disabilities.
- Kept classrooms clean, neat and properly sanitized for student health and classroom efficiency.
- Maintained head count and attendance sheets.
- Collated classroom materials to help teachers prepare for daily instruction and activities.
- Implemented practice exercises and used repetition, enabling students to grasp new concepts quickly.

### PROVIDER CENTER STUDENT EDUCATOR 01/2015 to 03/2016

#### Bridgewater State University, GLBTA Center | City, STATE

- Provided a welcoming, inclusive and safe space for school community members
- Maintained the GLBTA library of fiction and nonfiction related to gender and sexuality
- Counseled, educated, and encouraged students in regards to gender, sexuality, and inclusivity in the school community
- Participated in Safe Zone training as student and teacher
- Organized events to help educate and engage the broader college community about gender, sexuality, diversity and inclusion
- Participated in the "TAG Team", the Transgender Awareness Group responsible for creating and organizing educational and entertaining events for students and faculty in an effort to educate the general public and support transgender community members
- Responsible for event planning from brainstorming fun and informative events to organizing, scheduling, staffing, and arranging for space and catering accommodations within a modest budget
- Advocated for social justice reform especially in relation to gender and sexuality

## EDUCATION

**Bachelor of Arts | English** 05/2017  
**Bridgewater State University, Bridgewater, MA**