

# JESSICA CLAIRE

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## Professional Summary

Dedicated Special Education Paraprofessional with a background in assisting teachers with classroom activities. Knowledgeable in school safety, learning processes and individualized expression. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

## Skills

- Highly motivated
- Excellent organizational task and material management abilities
- Computer experience.
- Good verbal and written communicator
- Capable to listen , understand and observe.
- Confident.
- Bilingual Spanish and English

## Work History

### Special Education Educational Assistant, 08/2019 to 05/2020

The May Institute Inc – Jacksonville, NC

Assist in a variety of areas at a campus. This includes but is not limited to: helping teachers in preparation, adaptive physical education classrooms, and special education classroom. Adapt classroom activities, assignments, and/or materials under the direction of the teacher for the purpose of providing an opportunity for all special education students to participate in classroom activities. Confer with certified teachers and therapists on a regular basis for the purpose of assisting and instructing students with special needs. This includes: evaluating student progress; implementing IEP objectives; and/or implementing behavioral plans. Monitor students for the purpose of providing a safe and positive learning environment (e.g. lunch, playground/outside, special areas, restroom, hallways, CBIs). Participate in meetings, program workshops, and seminars (e.g. in-service, training, special events, etc.) for the purpose of conveying and/or receiving information about the program and/or program related activities. Maintain daily documentation on instruction and/or behavior, and performs clerical functions for the purpose of supporting the teacher. Respond to emergency situations (e.g. injured students, behavior escalations, fights, etc.) for resolving immediate safety concerns. Assist students with augmentative communication devices and/or other adaptive equipment in order for them to access specialized instruction. Follow Educator Code of Conduct & all policies, procedures, laws and State/Federal regulations. Perform other duties as assigned.

### Special Education Teacher Assistant, 08/2014 to 05/2019

Primark – Burlington, NC

Assist teacher in preparing instructional materials, classroom bulletins and other educational displays. Works with individual students with disabilities or groups of students in a variety of educational settings. At the direction of the teacher, gathers and maintains data on students. Helps administer and score objective measurement instruments and assists the teacher with clerical tasks. Organizes ARD meetings, gathers materials for meetings and contacts parents to schedule ARD meetings. Monitors students with disabilities in special education on school campus and in community settings . Supervises students with disabilities in special education in the classroom, cafeteria, playground, and other areas. Assists students physically, after appropriate training performs designated medical/health procedures prescribed by physician and assists students with all physical functions (e.g., toileting, diapering, writing, eating, walking, sitting, standing) as needed. Moves and positions students as directed by teacher and or Occupational or Physical Therapist and moves adaptive equipment and pushes wheelchairs. Monitors student behavior (e.g., during bus loading, on the playground, in the cafeteria and hallways, and when teacher is absent from classroom); disciplines students as necessary. Ensures specific materials and supplies are ready for classroom use. Operates classroom equipment such as DVD players, computers, CD players, online resources. Provides first aid as necessary. Cleans classrooms or eating areas. Alerts teacher of an individual child's special needs or problems. Dedicated to providing an exceptional customer experience for all AISD stakeholders with intentional and professional practices that promote a culture of respect and focus on achieving equitable outcomes. Perform other related duties as assigned.

### Stockroom Assistant, 12/2011 to 08/2014

Tfs – Gaithersburg, MD

Assist the stocks manager in performing routine functions managed to compute and file all related documents and records. Charging , canceling or replacing damaged garments.

### Corporate Lawyer, 09/2006 to 11/2010

Tecnological Research Center – City, STATE

Represent the regulated at all stages of different processes presented entity. Provide advice and services in relation to the rules of legal values. Negotiate, draft and revise the various contracts. Investigate and interpret the rules, regulations, statutes and memorandums including research results and the next strategic steps. Tasks and projects coordinated legal relating to internal projects. Develop criteria for projects to help legal advice on assets-backed securities. Collaborate in the drafting and submission of regulatory reports.

## Education

### Bachelor of Science: Law, 06/2003

University of Camaguey - Cuba