

JESSICA CLAIRE

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PROFESSIONAL SUMMARY

To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

SKILLS

- Student records management
- Conflict resolution techniques
- Secondary education
- Trained in CPI
- Child development
- Microsoft Office
- Social-Emotional Learning
- Trauma Informed Care

WORK HISTORY

Special Education Teacher, 08/2019 - 06/2020

Adams County School District 50 – Westminster, CO

- Gathered, organized, and analyzed data on student needs and progress.
- Collaborated with teachers to assess needs, set objectives, and discuss strategies.
- Helped students improve academically, emotionally and socially through hands-on support.
- Modified general education curriculum for special-needs students using various instructional techniques and technologies.
- Assessed and documented student progress with established goals.
- Assessed students' individual needs to prepare and implement individualized lesson plans to achieve school district's objectives.
- Created and managed IEPs to define student learning objectives and educational strategies, in addition to applying instructional knowledge and methods to support goals.
- Evaluated student progress and compared to IEP goals.
- Provided crisis intervention in response to emergencies, employing existing trust and rapport to deescalate situations.
- Worked with students with moderate to severe autism to increase life skills.

Preservice Teacher and Case Manager, 05/2014 - 07/2019

Center For Change Incorporated – Orem, UT

- Referred clients to appropriate team members, community agencies and organizations to meet treatment needs.
- Developed and created programs and monitored effectiveness against individual participant needs.
- Oversaw staff development through in-depth trainings, workshops, seminars and other learning opportunities.
- Provided direct services to clients, including safety planning, crisis intervention, case management and advocacy.
- Communicated with supervisor regarding issues related to case management, resourcing, service collaboration and development of new resources.
- Served as case coordinator, assuming responsibility for complex, high-volume assignments and guiding endeavors to successful completion.
- Assisted and accompanied clients and families to court, legal appointments, health care, public benefits, and social or community agencies relative to client short- and long-term stabilization goals.
- Managed caseload of 15 children in therapeutic foster care to provide comprehensive, community-based care.
- Documented data and completed accurate updates to case records.
- Completed home welfare checks to align with state and program guidelines.
- Developed and implemented recruiting strategies for seeking out potential foster parents.
- Facilitated the 38 hours of in-classroom training in compliance with the KY CHFS.
- Conducted home studies
- Completed the certification process of all potential foster homes and ensured compliance standards as set forth by the state of Kentucky.
- Tracked and reported training requirements and status.

Social Studies Teacher, 08/2013 - 05/2014

Primrose School – Shoreview, MN

- Planned learning activities that provided students with opportunities to observe, question and investigate social studies topics.
- Gave assignments, graded work and regularly discussed performance with students.
- Used computers, audio-visual aids, and other equipment to supplement presentations.
- Established and communicated clear learning objectives and expectations to students.
- Educated students regarding national and global social issues and influencing factors.
- Maintained awareness of relevant current events and quickly incorporated study into curriculum.
- Utilized technology to enhance student education and grasp of materials.
- Discussed important historical figures, dates and events which helped shape modern world.
- Utilized curriculum which reflected diverse educational, cultural and linguistic background of student body.
- Consulted with teachers in other disciplines to identify and adopt successful instructional strategies.
- Planned and implemented integrated Social Studies lessons to meet Common Core Curriculum Standards.
- Created lesson plans and made adjustments based on overall class performance throughout year.
- Encouraged consistent classroom attendance and managed student behavior using constructive criticism.
- Researched latest teaching techniques and incorporated into lesson delivery to improve concept acquisition.

Substitute Teacher, 08/2008 - 05/2013

Grant County Schools – City, STATE

- Followed classroom plans left by class teacher to continue student education and reinforce core concepts.
- Upheld classroom routines to support student environments and maintain consistent schedules.
- Assist students with reviewing course material and improving comprehension.
- Maintained day-to-day classroom management and discipline to promote learning initiatives.
- Kept students on-task with proactive behavior modification and positive reinforcement strategies.
- Took notes and prepared reports on school day activities to provide to primary teacher.
- Collaborated with teaching staff to implement coordinated educational strategies and student support networks.

EDUCATION

No Degree: General Studies

Northern Kentucky University - Newport, KY

Bachelor of Arts: Secondary Social Studies Education, 12/2013

Western Governors University - Salt Lake City, UT

Associate of Applied Science: Information Technology, 05/2008

Bluegrass Community And Technical College - Lexington, KY