

Jessica Claire

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ACCOMPLISHMENTS

- Twenty three years educational experience in a public school setting with a reputation for passionate teaching and excellent classroom management skills with a student centered focus
- Five years Principal/Assistant Principal
- Head Coach of the 2019 State Champs Mogollon Lady Mustang Basketball Team
- 2019 1A Conference Coach of the Year
- 1998 Parker Rotary Teacher of the Year
- 2007 John J Ross Award Recipient for Teaching excellence
- 23 Seasons with U.S. Forest Service Wildland Fire Organization
- Currently serving as 1A AIA Basketball Sport Advisory Committee Member.
- Board member for Heber Domestic Water Improvement District, 2004-Present.

PROFESSIONAL SUMMARY

Motivated teaching professional with 23 years experience addressing student needs and ensuring proper student development.

SKILLS

- Program development and management
- Standards of excellence
- Policy development and enforcement
- Relationship building and networking
- Managing classroom for diverse populations
- Strong collaborator
- Experience with special-needs students
- Positive learning environment
- Test proctoring
- Classroom discipline
- Student motivation
- Positive reinforcement
- Student-centered learning
- Creative questioning

WORK HISTORY

PRINCIPAL K-6 /DIRECTOR OF SPECIAL EDUCATION 07/2019 to CURRENT

Heber/Overgaard School District | City, STATE

- Established positive, stimulating learning environment for students and exciting education-focused setting for teachers.
- Supported human resources operations, including hiring, training, disciplinary action and termination in compliance with legal guidelines and requirements.
- Interviewed, hired, supervised and assisted all school employees and offered feedback through positive methods.
- Built productive relationships with parents of students facing difficult situations at school or at home.
- Trained teachers on effective teaching techniques, classroom management strategies and behavior modification.
- Met with parents to resolve conflicting educational priorities and issues.
- Modeled expected and appropriate leadership to promote teaching staff and administrative personnels positive interaction with students and families.
- Monitored and evaluated educational programs to maintain high-quality performance objectives and standards.
- Met with and reported monthly to local school board

Special Education Director

- Used IEPPRO to maintain student records and prepare reports.
- Evaluated special education staff through classroom observation, feedback and recommendations.
- Collaborated with Behavior intervention Specialist to conduct behavioral assessments and intervention plans for students.
- Coordinated with outside state agencies to acquire services for special needs children.
- Supported 31 general education teachers and administrators in implementing strategies to meet needs of students with IEPs.
- Led and managed child study teams to develop interventions to support students academically and socially.

DISTRICT INSTRUCTIONAL/DATA COACH 08/2017 to 05/2019

Heber/Overgaard Schools | City, STATE

- Reviewed formative and summative data and information from diagnostic tests to accurately assess students.
- Maintained confidentiality while recording and keeping detailed track of student performances.
- Assessed students through diagnostic tests, in addition to formative and summative data.
- Coached teachers to improve practices through professional development and modeling instructional strategies.
- Analyzed student data, diagnosed instructional needs and identified research-based instructional strategies.
- Built and maintained positive relationships with students, parents, colleagues and administrators.
- Developed staff members' attitudes, skills, and knowledge through various professional development targeted topics.
- Provided subject matter expertise on all courses, materials and lesson plans.
- Met diverse student population needs by planning and implementing lessons with wide variety of teaching strategies.

ASSISTANT PRINCIPAL/SIXTH GRADE TEACHER ASSISTANT PRINCIPAL 2010 to 03/2017

Capps Elementary School | City, STATE

- Kindergarten through 6th grade.
- Conducted formal certified teacher evaluations, teacher walk-throughs, administered student discipline, conducted Beyond Textbooks presentations to School Board, teacher groups and parent organizations.
- Successfully implemented Beyond Textbooks curriculum through collaboration with parents, administrators, and fellow teachers.
- Used differentiated instruction and both formative and summative assessments to evaluate student work.
- Continuously showed growth through reteach and enrich activities geared toward student achievement.
- Daily utilization and proficiency in use of Promethean board in bringing about student learning.
- Instrumental in utilization of Galileo testing within classroom, assisted and trained other teachers in the program.
- Analyzed student data from different sources and used information to drive future instruction.
- Collaborated with fellow teachers daily with exchange of positive teaching strategies used to bring about learning within school.
- Fostered a classroom environment conducive to learning and promoting excellent student/teacher interaction.
- Created positive student relationships through fun and motivating activities such as

JUNIOR HIGH SOCIAL STUDIES TEACHER 2003 to 05/2009

Heber/Overgaard School District | City, STATE

- Provided students with insight into our country's culture, heritage and their rights as individual citizens through well planned student centered lessons.
- Encouraged knowledge of current events through daily recognition of news events.
- Use of creative questioning techniques to bring about student learning.
- Directed eighth grade students in We the People/Project Citizen Programs-State Champs 2004.
- Recipient of John J. Ross Award.

EDUCATION

M.D. | Education Administration 2006

Grand Canyon University, Phoenix, AZ

Bachelor of Science | Education 1996

Western New Mexico University, Silver City, NM

Education

Associate of Arts | Education 1993

Northland Pioneer College, Snowflake, AZ

ADDITIONAL INFORMATION

- Five years as committee chair on site based school improvement committee *Communicate with children and parents warmly and diplomatically *Deeply committed to high quality education for children *Taught two periods a day of seventh and eighth grade physical education at Mogollon Jr. High school, 2002-2009-Parker Unified School District-K-3 Teacher Organized and instructed students in developmentally appropriate learning activities in the areas of sports and fitness. Cultivated an environment of team work and cooperation among students *Coached the following sports: Head Varsity Girls Coach-Five seasons (overall record 101-28)2019 State Champs, Assistant Varsity high school boys basketball-seven seasons, Jr. High head boys' basketball-six seasons, head Jr. High boys track-thirteen seasons, High School Cross Country -two seasons *Enthusiastic volunteer within community and church youth groups *Community volunteer. Served ten years as the community 4H leader *American Red Cross First Aid and CPR Certified *Possess class B Commercial Drivers License *Currently employed as a summer employee with the U.S. Forest Service. Trusted with supervisory duties. Twenty-one seasons of service on their wild land fire crews *Eagle Scout *Possess good sense of humor