

# JESSICA CLAIRE

100 Montgomery St. 10th Floor • (555) 432-1000 • resumesample@example.com

## Professional Summary

Compassionate, creative and effective educational leader with valuable experience in classroom administration, professional development and project planning. Equipped with extensive background in versatile education environments. Student-centric instructor, academic facilitator and motivational coach. Competent at performing independently or as member of teaching team. Well-versed in classroom and online technologies.

## Skills

- Lesson Planning
- Organizational Ability
- Curriculum Development
- Student-Centered Learning
- Group and Individual Instruction
- Verbal and Written Communication
- Time Management
- Presentation And Facilitation
- Course Planning
- Planning And Coordination
- Student Rapport
- Staff Development
- Classroom Management

## Work History

### High School English and Language Arts Teacher/Coach, 08/2018 to Current

Edgewood Centre – Portsmouth, NH

- Helps students develop academic, social and emotional skills for long-term success.
- Evaluates academic skills of each student through verbal assessments, graded assignments and standardized tests.
- Works with administrators on behavioral issues to support needs of students.
- Serves as language department member and attends meetings to develop and update course curricula.
- Plans dynamic lessons to increase student comprehension of books and literary concepts.
- Utilizes multimedia strategies and technology to convey information in fresh and interesting ways.
- Encourages independent thought, good judgment and expression of original ideas.
- Schedules 4 hours per week to provide academic support and tutoring to struggling students.
- Instructs Managing Crisis Safely courses for faculty and staff district wide.
- Yearbook Advisor.
- ELA Credit Recovery Teacher grades 9-12.
- Head of Tiger Mom Committee.
- Coordinates pep rallies, homecoming activities, prom, athletic banquets, and graduation.
- Varsity Cheer Coach.
- Organizes and manages design of yearly football program.

### High School English and Language Arts Teacher/Coach, 08/2015 to 08/2018

Randolph County Board Of Education- Woodland High – City, STATE

- Evaluated academic skills of each student through verbal assessments, graded assignments and standardized tests.
- Helped students develop academic, social and emotional skills for long-term success.
- Led interesting and diverse group activities to engage students in course material.
- Effectively collaborated with others on ACIP, Budget, and RTI Committees.
- Successfully collaborated with teachers to develop county wide curriculum roadmaps for grades 9-12 English Language Arts and 1st Grade.
- Monitored and evaluated performance and effectiveness of current learning materials.
- Reviewed school guidelines and policies; presented recommendations to principals.
- Analyzed data and used proactive strategies to improve instructional methods.
- Junior varsity cheer coach.
- Track Coach.
- Key Club and Recycling Club Advisor.
- Coordinated yearly prom, graduation, and academic banquet activities.
- Organized yearly basketball fundraiser for charity.
- Woodland High School Teacher of the Year: 2017-2018

### Pre-K Teacher , 08/2014 to 08/2015

Tender Years Learning Center – City, STATE

- Promoted physical, academic and social development by implementing diverse classroom and outside activities.
- Educated students in foundational concepts such as shapes, numbers and letters.
- Sanitized toys and play equipment each day to maintain safety and cleanliness.
- Worked with teaching staff to evaluate individual progress and recommend appropriate learning plans.
- Consulted with parents to build and maintain positive support networks and support continuing education strategies.
- Maintained well-controlled classrooms by clearly outlining standards and reinforcing positive behaviors.
- Monitored students' academic, social and emotional progress and recorded in individual files.
- Fostered reasoning and problem solving through active exploration games and activities.
- Attended variety of professional development workshops centered on learning goals, classroom management, student motivation, and engaging learning activities.

- Successfully communicated with 16 ELL students and their parents on daily basis.

- Collaborated with Georgia State BOE on curriculum development.

- Conducted inventory and developed budget for Pre-K funds.

## Education

### Master of Education: Instructional Leadership , 05/2020

University of West Alabama - Livingston, AL

### Bachelor of Science: Early Childhood Education, 07/2013

University of West Georgia - Carrollton, GA

### Associate of Science: Education, 07/2010

Southern Union State Community College - Wadley, AL

## Certifications

- English Language Arts (Grade 6-12)- certified educator in Alabama

- Elementary Education (K-6)- certified educator in Alabama

- Google certified

- Managing Crisis Safely Certified Trainer

- CPR

- Alabama High School Certified Coach