

# JESSICA CLAIRE

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## Professional Summary

Support day-to-day program operations with expertise in records management and resource coordination. Skillfully meet diverse needs and address issues to maintain efficiency and program outreach. Demonstrated success in building long-lasting relationships. Caring and skilled Community Support Supervisor passionate about positively impacting programs and helping participants by providing expert support. Familiar with student services and community outreach, and always looking for ways to improve operations and personalize assistance. Well-organized and resourceful with detail-oriented and conscientious approach. Provide differentiated instruction to help students with specialized needs meet goals and objectives. Collaborate with general education teachers to help ensure alignment with classroom curriculum and instruction. Versatile and dedicated with an emphasis on accommodating and implementation of a variety of student lessons. Exceptional skills working with students, parents, and staff. Proven success in leadership, operational excellence and organizational development with keen understanding of elements of organizational management and business. Focused on inspiring management team members to excel and encouraging creative work environments. Enthusiastic Community Support Supervisor eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Clear understanding of procedures and protocols with specialized training in management and organizational leadership as evidenced by earning a doctorate in Management and Organizational Leadership.

## Skills

- Conflict resolution techniques
- Training in Collaboration/Team Management
- Classroom Management
- Group and individual instruction
- Differentiated instruction
- Student progress reporting

## Work History

**Special Education Teacher**, 08/2017 to Current

**Ascension Health** – Vassar, MI

- Created and managed IEPs to define student learning objectives and educational strategies, in addition to applying instructional knowledge and methods to support goals
- Redirected students using Positive Behavior Support (PBS)
- Led activities that developed students' emotional and social growth
- Instructed students in a variety of academic areas and individualized reading and math groups
- Cultivated connections and strong student rapport to foster classroom engagement, in addition to recording student progress to inform parents and school administration
- Delivered effective and differentiated classroom instruction to diverse range of developmentally challenged students
- Coordinated special education students and teacher assistant schedules with master schedule
- Taught reading, language arts and social sciences in self-contained ED classroom
- Modified general education curriculum for special-needs students using various instructional techniques and technologies
- Provided instruction to assist general education teachers with special education students in classroom
- Presented at district curriculum and instruction days
- Attended weekly and monthly staff training sessions
- Collaborated with students with multiple degrees of special needs to accomplish various tasks
- Worked with students across multiple classifications and degrees of special needs
- Collaborated with numerous departments and general education teachers
- Worked in self-contained and resource environments to teach students variety of skills
- Gave individualized instruction to students, while maintaining overall focus on entire group

**Supervisor/Therapist**, 05/2009 to 01/2017

**Travis Unified** – Fairfield, CA

- Enhanced training programs to strengthen employee knowledge and promote new managers from within
- Applied strong leadership talents and problem-solving skills to maintain team efficiency and organize workflows to meet any daily demand
- Identified individual employee's unique work styles and adapted management methods
- Set overall vision and provided team leadership
- Guided group therapy for clients with focus on self-advocacy, and empowerment
- Worked with interdisciplinary treatment team to develop treatment plans
- Guided clients in development of skills and cognitive behavioral therapy techniques

**Elementary Teacher**, 08/2007 to 12/2007

**Chilhowee School District** – City, STATE

- Planned, implemented, monitored and assessed classroom instructional program
- Drove student learning by establishing clear classroom plans and group objectives, as well as actionable strategies to achieve each goal
- Promoted exploration of building blocks of learning by leading diverse, hands-on activities
- Implemented classroom management improvements to enhance class morale and engagement
- Established and enforced rules of behavior to drive social development and maintain positive interactions
- Collaborated with administrators on classroom policies, management strategies, and discipline
- Built positive relationships with parents to involve families in educational process
- Planned lessons according to district standards to cover all requirements
- Stayed abreast of changes to school and district policies as well as new trends in education by attending professional development courses and in-service trainings
- Designed daily lesson plans customized to student needs
- Implemented classroom lessons about cultural diversity
- Developed learning objectives for each subject area to quantify learning and set benchmarks

## Education

**Doctorate of Organizational Management/Leadership: Management And Leadership**, 07/2019

**University of Phoenix** - Phoenix, AZ

- Dissertation: Leadership Styles of Women Who Supervise Other Women And Their Perceptions Toward Promotional Opportunities

**Master of Science: Psychology**, 10/2012

**University of Phoenix** - Phoenix, AZ

**Master of Science: Special Education**, 08/1997

**University of Central Missouri** - Warrensburg, MO

**Bachelor of Science: Elementary Education**, 08/1989

**University of Central Missouri** - Warrensburg, MO