

# Jessica Claire

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## PROFESSIONAL SUMMARY

Teacher's Assistant versed in planning and setting up classrooms conducive to learning process, as well as individual and social development. CPR and First Aid certified. Dedicated Teaching Assistant focused on supporting faculty with classroom needs. Successful at maintaining clean and organized supplies, as well as planning activities and leading field trips. Excellent tutor, record keeper and multitasker. Enthusiastic teaching professional offering three-year background assisting head teacher with supportive tasks to create effective, healthy classroom environment. Skillful in group activity planning and management and class material preparation. Energetic and patient individual possessing strong communication and interpersonal skills needed to push students towards success.

## SKILLS

- Middle school education
- Classroom support
- Conflict resolution techniques
- Educational assistance
- Special education
- Lesson Planning
- Teacher Support
- Differentiated instruction
- Classroom management
- Synergy and Blackboard
- Schedule Management
- IEP compliance
- Behavior improvements
- Secondary education
- National Education Association

## WORK HISTORY

### SPECIAL EDUCATION TEACHER'S ASSISTANT

08/2018 to CURRENT

The May Institute Inc | Gloucester, MA

- Supported student learning objectives through personalized and small group assistance.
- Prepared instructional materials for group and one-on-one use to comply with established curriculum.
- Maintained safety and security of all youth under care.
- Tailored lesson plans for students with emotional and cognitive disabilities.
- Relieved classroom teacher during breaks and filled in for teacher's when they were absent.
- Participated in lesson planning and curriculum implementation to promote quicker rollout and delivery.
- Planned and led activities to develop students' physical, emotional and social growth.
- Graded tests and papers and recorded grades for teaching staff.
- Monitored students on field trips by overseeing various tasks, including roll call and group movement to keep youths safe in public settings.
- Encouraged dynamic and pleasant educational environment by promoting both gentle discipline and cooperation.
- Instructed small groups of students in biology, earth science and ecology.
- Maintained inclusive learning environment to enable students to gain maximum benefit from lessons.
- Prepared instruction materials, including making copies, constructing bulletin boards and setting up work areas.
- Facilitated group sessions and provided one-on-one support.
- Delivered personalized educational, behavioral and emotional support to individual students to enable positive learning outcomes.
- Collated classroom materials to help teachers prepare for daily instruction and activities.
- Kept classrooms clean, neat and properly sanitized for student health and classroom efficiency.
- Assessed student assignments to check quality and completeness before submission for grading.
- Created lesson materials, visuals and digital presentations to supplement lesson plans.
- Created, prepared and executed plans for activities and lessons daily.
- Monitored student classroom and outdoors activities to promote student safety.
- Assigned homework assignments and quizzes and wrote corresponding keys.
- Observed individual behaviors and suspect actions, and reported issues to supervisory staff.
- Documented student behaviors, interventions and outcomes to enable lead teacher to address pertinent issues.
- Oversaw students in classroom and common areas to monitor, enforce rules and support lead teacher.
- Assisted teachers with classroom management and document coordination to maintain positive learning environment.
- Recorded grades for coursework and tests in online reporting system.
- Offered constructive feedback to minors under care regarding specific actions, behaviors and words.
- Organized and guided activities for students, including skills practice, research and memorization tasks.

### SENIOR FISHERIES AND WILDLIFE BIOLOGIST

06/2016 to CURRENT

Ramona Unified School District | Ramona, CA

- Investigated living and environmental conditions of mammals, including nuisance wildlife species and determined solutions to habitat issues.
- Performed as subject matter expert on nuisance wildlife at conferences and events to promote interest in educational programs.
- Eliminated downtime and maximized revenue by providing top project quality control.
- Quickly learned new skills and applied them to daily tasks, improving efficiency and productivity.
- Served customers in a friendly, efficient manner following outlined steps of service.
- Adhered to social distancing protocols and wore mask or face shield at all times.

### SUBSTITUTE TEACHER

01/2016 to 08/2018

Roanoke County Public Schools | City, STATE

- Upheld classroom routines to support student environments and maintain consistent schedules.
- Followed classroom plans left by class teacher to continue student education and reinforce core concepts.
- Developed rules and set goals to maintain order in classroom.
- Implemented outlined grading and assessment techniques to document growth, development and knowledge advancements during teacher absence.
- Took notes and prepared reports on school day activities to provide to primary teacher.
- Administered and graded tests and quizzes and reported performance to primary teacher.
- Diversified classroom instruction and group activities to successfully support students with unique strengths and learning styles.
- Administered standardized assessments with strict requirements and documented information in permanent records.
- Leveraged classroom discussion strategies to engage students, promote topics and boost learning opportunities.
- Assisted students of all ability levels develop life-long learning skills and good study habits.
- Proctored quizzes, tests and standardized examinations.
- Utilized technology to enhance student education and grasp of materials.

### STUDENT TEACHING INTERN

11/2017 to 05/2018

Roanoke County Public Schools | City, STATE

- Assisted teachers with classroom management and document coordination to maintain positive learning environment.
- Set up visual aids, equipment and classroom displays to support teacher's lesson delivery.
- Organized and guided activities for students, including skills practice, research and memorization tasks.
- Supported student learning objectives through personalized and small group assistance.
- Promoted physical, mental and social development by implementing classroom games and outdoor recreational activities.
- Assessed student assignments to check quality and completeness before submission for grading.
- Used behavior modeling and specialized teaching techniques to share and reinforce social skills.
- Distributed learning materials such as worksheets, textbooks and supplemental activities.
- Delivered personalized educational, behavioral and emotional support to individual students to enable positive learning outcomes.
- Handed out classroom materials, like pencils, paper and crayons.
- Kept abreast of latest information on specific subjects and learning strategies.
- Implemented practice exercises and used repetition, which enabled students to grasp new concepts quickly.
- Offered complete instructional support for students unable to attend regular classes.
- Optimized learning plans and quantified student progress through test administration.
- Collated classroom materials to help teachers prepare for daily instruction and activities.

## EDUCATION

### Master of Science | STEM Education

07/2021

Regent University, Virginia Beach, VA

Master of Science | Curriculum And Instruction, Career Switcher Cert.

08/2018

Regent University, Virginia Beach, VA

Bachelor of Science | Fish And Wildlife Management

08/2015

American Military University, Charles Town, WV

## CERTIFICATIONS

Middle School Science Endorsement.