

JESSICA CLAIRE

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 (555) 432-1000
 100 Montgomery St. 10th Floor

SKILLS

- Behavioral education
- Progress reporting
- Group and individual instruction
- Autism understanding
- Learning difficulties experience
- Personal care support
- Mobility assistance
- IEP compliance
- Teacher Support
- Classroom management

EDUCATION

Teacher's Assistant Program
Pontiac Avenue Cranston RI • 02/2018

TA Certificate: Teaching Behavioral Children

Sawyer School
Pawtucket, RI • 04/2001

Medical Assistant: Health Education

- Awarded award for 100% in medical terminology and received a 4.0 GPA
- Medical assistant certificate

North Attleboro High School
North Attleborough, MA • 06/1983

High School Diploma
• Majored in healthcare

PROFESSIONAL SUMMARY

Coordinated and diligent activity coordinator skilled in student behavior management and redirection. Supports faculty and classroom needs with proactive and diligent approach. Passionate about helping students and offers proven skills developed over 15 years of related experience. Versed in school standards and strategies to optimize learning for all types of students.

WORK HISTORY

The May Institute Inc - Special Education Teacher Assistant
Westfield, MA • 10/2017 - Current

- Used behavior modeling and specialized teaching techniques to share and reinforce social skills.
- Collated classroom materials to help teachers prepare for daily instruction and activities.
- Oversaw groups of students at school and off-site locations, maintaining optimal safety and security.
- Supported student learning objectives through personalized and small group assistance.
- Kept classrooms clean, neat and properly sanitized for student health and classroom efficiency.
- Documented student behaviors, interventions and outcomes to enable lead teacher to address pertinent issues.
- Delivered personalized educational, behavioral and emotional support to individual students to enable positive learning outcomes.
- Monitored student actions and applied established interventions to redirect behavior and resolve conflicts.
- Oversaw students in classroom and common areas to monitor, enforce rules and support lead teacher.
- Worked cooperatively with students of various culturally diverse backgrounds and learning styles.
- Monitored student classroom and outdoors activities to promote student safety.

Chimes - Residential Counselor
Clayton, DE • 05/2017 - 04/2020

- Addressed behavioral and emotional needs of residents through activities and interventions, increasing resident socialization, interpersonal and social skills.
- Resolved conflicts by performing in-time crisis intervention and enforcing discipline and behavior metrics.
- Communicated behavior choices to residents by outlining positive and negative consequences of choices.
- Attended weekly and monthly meetings to develop and implement individually tailored treatment plans to lead residents to successful reintegration into society.
- Engaged de-escalation and crisis intervention techniques to deescalate aggressive and hostile behavior of residents.
- Supported residents in coping with emotions and fears through one-on-one sessions.
- Cared for residents by assisting in changing bed linens, washing and ironing laundry, cleaning and personal hygiene.
- Assisted residents in adhJessica to treatment plans by setting up medical appointments, arranging transportation, coordinating services and providing emotional support.
- Assisted residents with transitioning into new living environment and maintained strong relationships with residents.
- Strategized to improve resident care and satisfaction and held weekly meetings with directors to advocate for resident needs.
- Promoted positive relations between residents and staff.
- Enforced policies and safety standards through building and room rounds.
- Supported personal needs of residents dealing with diverse conditions.

Chimes - Residential Counselor
Collingswood, NJ • 02/2011 - 03/2018

- Addressed behavioral and emotional needs of residents through activities and interventions, increasing resident socialization, interpersonal and social skills.
- Delivered frequent summaries on resident progression and regression in treatment to provide recommendations towards treatment plan for success.
- Assisted residents in adhJessica to treatment plans by setting up medical appointments, arranging transportation, coordinating services and providing emotional support.
- Resolved conflicts by performing in-time crisis intervention and enforcing discipline and behavior metrics.
- Attended weekly meetings to develop and implement individually tailored treatment plans to lead residents to successful reintegration into society.
- Cared for residents by assisting in changing bed linens, washing and ironing laundry, cleaning and personal hygiene.
- Communicated behavior choices to residents by outlining positive and negative consequences of choices.
- Supported residents in coping with emotions and fears through one-on-one sessions.
- Engaged deescalation and crisis intervention techniques to deescalate aggressive and hostile behavior of residents.
- Provided emotional support and counseling to residents coping with loss and created and developed bereavement groups.
- Promoted positive relations between residents and staff.
- Conducted daily welfare checks and coordinated with facility staff to meet all resident needs.
- Strategized to improve resident care and satisfaction and held weekly meetings with directors to advocate for resident needs.
- Assisted residents with transitioning into new living environment and maintained strong relationships with residents.
- Provided swift and knowledgeable emergency support in line with campus crisis protocols.
- Supported personal needs of residents dealing with diverse conditions.