

JESSICA CLAIRE

- ✉ resumesample@example.com
- ☎ (555) 432-1000
- 📍 Montgomery Street, San Francisco, CA 9XXX5

HIGHLIGHTS

- Lesson planning expertise
- Academic performance evaluations
- IEP familiarity
- 504 familiarity
- Behavioral disorders knowledge
- Certified Student Teacher Trainer
- Tutoring experience
- MS Office proficient
- Standardized testing
- Google Drive familiarity

EDUCATION

University of North Carolina at Charlotte
Charlotte, NC • 2013

Teaching Middle Grades Language Arts

University of North Carolina at Charlotte
Charlotte, NC • 2011

Bachelor of Arts: English
English Major
Journalism/Sociology Minor

SUMMARY

Teacher with excellent communication skills. Organized and driven with the innate ability to stay on task. Uses effective and efficient methods of teaching while focusing on the individual needs of each student. Seeking a position that will be both challenging and fulfilling.

ACCOMPLISHMENTS

- Achieved high growth on 2013-2014 school year End of Grade Assessment for Reading.
- Chosen to be an assessment creator for the North Learning Community in Charlotte Mecklenburg Schools, based on high growth for 2013-2014 End of Grade assessment scores.
- Helped more than 75% students reach their Individual Education Program goals.
- Chaperoned the 8th grade trip to The Outer Banks with 120 students.

TEACHING EXPERIENCE

Ridge Road Middle School - 8th Grade Language Arts Teacher
City, STATE • 03/2013 - Current

- Attend professional development, communications with parents, assessments of students, and staff meetings.
- Teach high level Talent Development Students English 1 level course work.
- Lead 8th grade ELA Professional Learning Community
- Establish and maintain positive relationships with students, parents, and colleagues
- Teach students that are academically struggling and in need of a small classroom setting for successful development.

Ridge Road Middle School - 6th/8th Grade Language Arts Tutor
City, STATE • 09/2013 - 04/2016

- Provided students with an academically enriched opportunity that addresses core skills for mastery level performance.
- Helped bridge the academic gap documented by school assessments.
- Enhanced student skill and overall academic success at Ridge Road.

PROFESSIONAL LEADERSHIP

Love Yourself Girl's Group - Advisor
Charlotte, NC • 10/2016 - Present

- Create an outlet and social transitional aid for Ridge Road's 8th Grade ladies, heading to high school.
- Cover common issues that the young ladies face daily such as; health, fitness, daily troubles, social media, self advocacy, public speaking, and studies.
- Award participants with awards, scholarships, and gifts from the community sponsors.

Faculty Advisory Committee
Charlotte, NC • 08/2016 - Present

- Help to improve lines of communication and to promote a free exchange of ideas to facilitate the educational process in the school buildings.
- Address issues of common concern in the building, including but not limited to discipline, scheduling, money collection, health and safety, and professional employees doing administrative duties.
- Submit a quarterly report of all meetings and recommendations to the staff in the building.

School Leadership Team - Teacher Leader
Charlotte, NC • 07/2015 - Current

- Facilitate the involvement of the school community in the development of the School Improvement Plan
- Encourage, support and create opportunities for involvement from parents in the community
- Contribute to the design of the School Improvement Plan
- Monitor the effectiveness of the School Improvement Plan
- Use data as the driving force to create programmatic instructional change
- Facilitate communication within the Professional Learning Community

Student Council - Advisor
Charlotte, NC • 07/2015 - Current

- Work with and through Student Leaders to carry out a phase of their civic education and enhance their leadership skills
- Serve as a resource person, a leader to all the members of the Student Council
- Build and develop Student Council Members Leadership skills in areas such as communication, goal setting, team building, time management, group dynamics, diversity, problem solving, and project planning
- Help to mold attitudes and character of Student Leaders Professional Development.

Instructional Leadership Team - Teacher Leader
Charlotte, NC • 06/2016 - Present

- Coordinate the improvement of instruction of the school based on data.
- Serve in an advisory capacity to the principal/director and support the development and implementation of the School Improvement Plan.
- Reflect, assess, and plan schools data usage and effectiveness with a focus on student leadership and achievement.

PROFESSIONAL DEVELOPMENT

Charlotte Teacher Institute - CTI Fellow
Charlotte, NC • 03/2014 - 11/2014

- Enrolled and participated in one of CTI's eight multidisciplinary seminars (Visual Storytelling in Young Adult and Children's Literature).
- Spent the summer reading and researching related curriculum units in which to develop for students.
- Created curriculum unit to generate learning beyond the classroom.
- Published curriculum unit to CTI and Yale National Initiative websites (Freedom Schools: Exploring Racism, Tolerance, and Prejudice.

Ron Clark Academy - RCA Educator Trainee
Atlanta, GA • 02/2016

- Learned ways to increase student engagement, ensure academic rigor, and create a climate and culture that leads to success
- Observed master teachers in action
- Engaged in dynamic workshops
- Discovered how to implement the "Three Pillars of RCA" at my school

Freedom School Partners - Servant Leader Intern
Charlotte, NC • 04/2014 - 07/2014

- Attended National Freedom School Training in Tennessee with interns from around the country and in-town training with Freedom School Partners Set-up, maintain and breakdown classroom space
- Served as energetic Harambee' leaders each day of local program operation
- Delivered the Integrated Reading Curriculum to a class of ten or more students for 6 weeks during the summer months, *according to the standards developed by the Children's Defense Fund
- Served as a leader of afternoon activities and other special events; chaperone field trips
- Maintained health and safety standards & accurate records relating to attendance and first aid
- Collaborated with the program staff to establish and maintain a positive, supportive and structured environment for the *children entrusted to their care.

SKILLS

AP Style, MLA Style, CANVAS, goal setting, health and safety standards, instruction, team building, lesson plans, meeting leader, Microsoft Office, Windows Operating Systems, problem solving, project planning, public speaking, Reading, researching, safety, scheduling, seminars, structured, Teaching, time management, websites, workshops