

JESSICA CLAIRE

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PROFESSIONAL SUMMARY

Special Education Paraprofessional is knowledgeable in lesson planning and individualized learning strategies. Looking to bring further success to a school district through behavior management and student engagement. Bilingual Special Education Paraprofessional proudly promoting 6 years working with ADHD students in elementary schools. Eager to support special needs children while working with a talented educational team. Special Education Paraprofessional is knowledgeable in lesson planning and individualized learning strategies. Looking to bring further success to a school district through behavior management and student engagement. Competent Special Education Paraprofessional offering a wealth of experience in small group instruction with children of diverse ages. Passionate about education with a desire to work with students across levels. Understands the importance of teaching solid study habits for testing success.

SKILLS

- Skills Strategies
- Educational Settings
- Teacher Assistance
- Staff Meetings
- Tutoring and Student Assistance
- Interactive Media
- Social and Group Settings
- Instructional Support

WORK HISTORY

08/2021 to Current	Special Education Paraprofessional Lighthouse Academies – East Chicago, IN <ul style="list-style-type: none">• Supported teacher in development of individual learning strategies.• Maintained positive attitude and affirmatively communicated with each student.• Interacted physically and verbally with students throughout each day.• Collaborated with teacher to create customized classroom environment integral to students' needs.• Offered student support through special accommodations, extra assistance and assessments.• Alerted instructor to student behavior or issues requiring intervention.• Oversaw class of students in absence of instructor.• Administered tests to class and graded papers.• Contacted parents to discuss student progress and set up meetings.
08/2018 to Current	Inclusion Paraprofessional Trudeau Memorial Center – Warwick, RI <ul style="list-style-type: none">• Prepared instruction materials, constructed bulletin boards and set up work areas.• Instructed small groups of students in basic concepts such as alphabet, shapes and color recognition.• Kept classrooms clean, neat and properly sanitized for student health and classroom efficiency.• Oversaw students in classroom and common areas to monitor, enforce rules and support lead teacher.• Reported on student progress, behavior and social skills to parents.• Handed out classroom materials, like pencils, paper and crayons.• Delivered personalized educational, behavioral and emotional support to individual students to enable positive learning outcomes.
09/2015 to Current	Teacher's Assistant Dallasisd – City, STATE <ul style="list-style-type: none">• Kept classrooms clean, neat, and sanitized adequately for student health and classroom efficiency.• Handed out classroom materials, like pencils, paper, and crayons.• Worked with the lead teacher to monitor class schedule and take attendance.• Oversaw students in the classroom and common areas to monitor, enforce rules, and support the lead teacher.• She collaborated with teachers for lesson preparation by preparing materials and setting up equipment.• She supported student learning objectives through personalized and small group assistance.• They collated classroom materials to help teachers prepare for daily instruction and activities.• She assisted lead teachers with lesson plan creation and materials development.
05/2007 to Current	Lead Teacher/ Night Director Kidz College – City, STATE <ul style="list-style-type: none">• For the first 2 years I started out as a lead teacher..• Which includes lesson plan, curriculums, social development, bulletin boards, classroom designs, health and safety• Etc• As I advanced through the company I became night director which includes overseeing 4 other employees and making sure the school is running properly• Planned and implemented different daily activities to enhance the overall development and growth of every student.• Planned and implemented different daily activities to enhance overall development and growth of every student.• By CCMS billing, Food program, children attended, hours of staff, and preschool budget planning• Planned and implemented different daily activities to enhance the overall development and growth of every student.• Communicated frequently with parents about student growth and progress, recommending at-home reinforcement to support struggling students.• Maintained patience and level-headedness in diverse situations to support student development and personal growth.• Hired and directed teams to achieve daily and long-term operations and business goals.• Worked closely with organizational leadership and board of directors to strategically affect operational direction.• Managed daily operations while overseeing multiple locations to foster increased productivity.• Monitored office workflow and administrative processes to keep operations running smoothly.• Delegated assignments based on plans, project needs and knowledge of individual team members.• Guided student teachers and teaching aides in classroom management, leading by example and thoroughly answering questions• Increased student involvement in program offerings through strategic redesign of program processes and methods• Chose optimum curriculum for each class and devised creative daily lesson plans to meet requirements and needs of different learners

EDUCATION

03/2023	Bachelor of Science: Education Ashford University - San Diego, CA <ul style="list-style-type: none">• Dean's List Summer 2022• Honor Roll Spring 2022• Relevant Coursework: Education and special education• 3.1 GPA• Extracurricular Activities: student teacher program
05/2019	Associate of Science: Child Development Eastfield College - Mesquite, TX

LANGUAGES

- ASL:
Negotiated: