

# Jessica Claire

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## SUMMARY

Interested in always learning and helping others learn, developing individual learning skills needs and abilities in implementing various instructional classroom techniques. My objectives of special education shall be the development and maximization of learning competencies, as well as the inculcation of values to make the learners with special needs a useful and effective member of society. 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 offering proven skills developed over 20+ years of related experience. Proficient in school standards and strategies to optimize learning for special educational students. I would like to learn more as the years come to improve and teach the students that no matter what their disability is they have the opportunity to be successful and achieve a goal they look forward to in finishing school and look for a future .

## SKILLS

- Platforms used in technology Clever, Seesaw, Google Classroom, Zoom, Teams
- Storytelling Assisted teacher with planning, preparation, copying, and distribution of classroom materials.
- Maintained accurate, complete, and confidentiality of student health aide service records as required.
- Established classroom inventory system, identifying critical supply shortages; lauded by instructor.
- Worked with one-on-one social, behavioral, and recreational support to student in after-school programs.
- Schedule Management Classroom management
- IEP compliance Teacher Support
- Child development
- Skill building
- Maintained accurate, complete, and confidentiality of student health aide service records as required.
- Established classroom inventory system, identifying critical supply shortages; lauded by instructor.
- Worked with one-on-one social, behavioral, and recreational support to student in afterschool program.
- Communicated with parent about student behavior or other topics as needed.
- Supervised a safe environment; key contributor to decrease in student incident rate utilizing behavior management techniques.
- Bilingual English & Spanish
- Focus
- Goal setting
- Instruction
- Note taking
- Materials
- Meeting
- Supervision

## EXPERIENCE

### SPECIAL EDUCATION PARAPROFESSIONAL

07/2000 to CURRENT

#### Lakeville Area Public Schools | Lakeville, MN

- Duties and Responsibilities on campus are to be as a role model and monitor for individuals or groups of students in a variety of settings (rest rooms, playgrounds, hallways, bus loading zones, cafeteria, assemblies, field trips, etc.).
- Demonstrating always knowledge in reading, writing, and math skills.
- To meet the learning needs of the students.
- Providing Bilingual ability to interpret instructions for a lesson and procedure.
- Assist in upholding and enforcing school rules.
- Making appropriate use of available computer assisting instructional process.
- My responsibility in working as an inclusion teacher aide, going into classrooms providing the assistance the students need to complete work.
- Assisting in the direct of a supervision of children in the assigned program as directed by the teacher or administrator.
- Understanding of students' disabilities; communicating collaborating and cooperation with colleagues, supervisors, and students.
- I maintain confidentiality regarding all aspects of his/her work with special education children.
- I assist the students with daily assignments and test taking when needed.
- I assist student to focus on daily information given by the teacher to learn the skills provided.
- Always giving positive reinforcement in daily work, homework, and test taking when its accomplished.
- Communication between regular education teacher and special education teacher about the student's needs is always done.
- Maintain encouragement and support to students, helping the students achieve a goal to show improvement.
- Prepared instruction materials, including making copies, constructing bulletin boards and setting up work areas.

### SUBSTITUTE TEACHER

07/1999 to 08/2000

#### Ozarks Area Community Action Corporation | Deadline 2/7/22 Taney Co. Neighborhood Center, Branson

- Substitute Teachers perform the instructional and classroom management processes for teachers who are absent for a day or longer periods of time.
- My duty was to include taking attendance, explaining homework, and maintaining classroom cleanliness.
- Always being flexible in their availability.
- Kept students on-task with proactive behavior modification and positive reinforcement strategies.
- 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.
- Took notes and prepared reports on school day activities to provide to primary teacher.
- Utilized technology to enhance student education and grasp of materials.
- Worked with principal's office on disciplinary and safety issues.
- Assigned, explained and graded homework.
- Repeatedly requested as substitute teacher for special education classrooms by teachers based on excellent past referrals and trusted performance.

### TEACHER'S AIDE

07/1996 to 04/1999

#### Aedd | North Little Rock, AR

- Read and told stories to promote and support overall language development.
- Assisted teachers with supervision and care of group of 12 +children different age levels.
- Promoted physical, mental and social development by implementing classroom games and outdoor recreational activities.
- Promoted fine motor skills, cognitive skills with activities.
- Educated students in foundational concepts such as shapes, numbers and letters.
- Organize activities or implement a curriculum that allows children to learn about the world and explore their interest.
- Giving Guidance in helping children learn the environment surroundings.
- Communicate with family often (bilingual English & Spanish).
- My duties and responsibilities were to work with teachers to promote the educational and social development of the children enrolled in the program.
- My duty was to report directly to and is under the supervision of the Education Coordinator, and ultimately to the Childcare Director or the Executive Director.
- Supervise the classroom when the teacher is out of the room.
- Oversees unstructured free play.
- Works with teacher to ensure organization.
- Opens classroom in morning, greets parents and children, assists in making a smooth transition.
- Assists with meals, toileting, hand washing.
- Attended training meetings, and yearly open house even if scheduled outside working hours.
- Participates in classroom staff meetings to consult on program planning, goal setting and implementation, planning for individual children and to discuss program and working conditions.
- Performs other duties necessary to the smooth functioning of the facility as assigned by the Education Coordinator or the Childcare Director.
- Welcomes families, volunteers and others into the classroom by creating a friendly environment and facilitating their participation.
- Demonstrates tact, courtesy, tolerance and consideration for others.
- Interactions with individuals reflect mutual trust, respect and support.
- Treats each child with dignity and respect.
- Respects the privacy of children by not discussing children or their families in front of other children.
- Includes children in conversation with parents when the child is present and being discussed.
- Uses a confident, firm tone of voice in handling behavioral problems, not a shrill or angry.

## EDUCATION AND TRAINING

### Associate of Applied Science | Child Care And Development

05/2005

#### The University Of Texas At Brownsville And Texas Southmost College, Brownsville, TX

special regard to health and safety. Professional development completed in Child Care & Development.

### High School Diploma

06/1995

#### James Pace High School, Brownsville, TX

- Certificate of participation Brownsville I.S.D. Special Education Paraprofessional 2000-2020
- Certificate The National Association for the Education of Young Children (NAEYC) 1997,1998
- Certificate Online Inclusion Strategies
- Certificate Effective Inclusion
- Certificate District Wide Special Education
- Certificate Special Education Senate Bill 1196