

Jessica Claire

📍 100 Montgomery St. 10th Floor 📞 (555) 432-1000 ✉️ resumesample@example.com

SUMMARY

Dedicated educator seeking a Professional Development Specialist role to leverage 9 years of experience in the education sector. Personable and communicative with exceptional relationship building skills. Well-versed in developing and implementing educational programs to drive learning objectives and foster high-quality learning environments.

QUALIFICATIONS

- Innovative teaching methods
- Student progress analysis
- Outstanding interpersonal abilities
- Goal-oriented and ambitious
- Background in instructional planning
- Reflection process understanding
- Personalized learning plans
- Learning environment structures
- Team collaboration

EXPERIENCE

SCIENCE INSTRUCTIONAL COACH 12/2019 to 06/2020

Drug Information Association Inc | Hendersonville, NC

- Worked alongside the coaching and administrative team to support the school's screening, diagnostic, progress monitoring, and outcome assessment program.
- Analyzed data and utilized results to guide instruction and develop intervention plans for individual students and small groups.
- Support instructional staff with the development of standards-based lesson plans and interventions.
- Led trainings as requested by administration.
- Led weekly PLC meetings for each grade level.
- Mentored and supported teachers on classroom teaching practices using professional development programs and instructional techniques training.
- Collaborated with staff members to develop skills and knowledge through development targeted designs.
- Verified fair and effective assessment and instruction of each student by evaluating data gleaned from diagnostic testing processes.
- Liaised with other education professionals school and district levels to tailor instruction for the needs of diverse learners.

DEON 12/2018 to 12/2019

Council For Economic Opportunities In Greater Cleveland | Cleveland, OH

- Assumed the duties and responsibilities of the principal in his/her absence.
- Developed positive school climate by building effective communication within school.
- Displayed strong decision making abilities and confidence to staff and students.
- Reviewed standardized test results to assess student progress and academic performance.
- Assessed teaching and support staff and delivered exemplary development and instructional leadership strategies improving capabilities and testing outcomes.
- Managed school administration operations and organized schedules, student registration processes and class orientation sessions.
- Instructed teachers on classroom management, behavior and instructional strategies.
- Visited classrooms to evaluate teacher instructional techniques as part of annual evaluation cycle.
- Resolved various situations to cultivate strong student and parent relationships.
- Guided instruction by mentoring teachers to improve leadership and teaching effectiveness.
- Facilitated staff meetings to convey policy changes and hear employee input.
- Participated in school human resources initiatives including hiring, training, policy enforcement and legal compliance for school employing over 70 staff members.
- Coordinated transportation of students to and from school and extracurricular functions.
- Interacted and liaised with building and district administrators to discuss budgeting, development of curricula and student testing initiatives.
- Assisted in the development of a school-wide distance learning plan.

TEACHER 06/2013 to 07/2020

Choices In Learning Elementary Charter School | City, STATE

- Built and strengthened positive relationships with students, parents and teaching staff.
- Assisted other teachers with developing classroom management techniques.
- Monitored student progress using exams and assignments to check for thorough understanding.
- Worked outside normal hours to be available to answer parent and student questions.
- Supervised student interns.
- Mentored first year teachers.
- Adapted teaching methods and instructional strategies to promote learning in students of differing skill levels.
- Encouraged positive self-esteem and mutual respect for others while instilling joy of learning and discovery.
- Attended in-service training and professional development courses to stay on top of policy and education changes.
- Tracked attendance, assignments, grades and class participation for students.
- Managed consistent, learning-focused classroom environments by establishing and communicating clear objectives for students.
- Worked with parents, administrators and counselors to develop improvement plans for struggling students.
- Utilized various types of equipment and aids to enhance learning experience.
- Created lesson plans corresponding to yearly curriculum, incorporating broad variety of activities, hands-on experiences, basic academic skills and opportunities for creativity.
- Referred to district standards to plan lessons and prepare students to take standardized assessments.
- Scheduled and held parent-teacher conferences to keep parents up-to-date on children's academic performance.

EDUCATION AND TRAINING

Master of Education | Teacher Leadership 05/2017

University of Central Florida, Orlando, FL

Bachelor of Science | Elementary Education 05/2013

CERTIFICATIONS

Certified Florida Educator, Grades K-6 Reading Endorsed Educator ESOL Endorsed Educator Certified to mentor educators and pre-service educators Completed Youth Mental Health First Aid Training