

# JESSICA CLAIRE

---

Montgomery Street, San Francisco, CA 94105 • (555) 432-1000 • resumesample@example.com

## Professional Summary

Focused special education professional of 11 years with an Education Specialist's degree in administration and experience helping students achieve educational goals. Talented at building lasting relationships and partnering with others to meet objectives. Eager to contribute to team success through hard work, attention to detail and excellent organizational skills. Motivated to learn, grow and excel in serving the community.

## Skills

- Conflict resolution techniques
- Classroom management
- Differentiated instruction
- Student Progress Reporting
- Differentiated Instruction
- Group and individual instruction
- Organization and Time management
- Relationship-Building
- Special education
- Student records management

## Work History

### Special Education Teacher, 08/2020 to Current

Adams County School District 50 – Westminster, CO

- Modified general education curriculum for special-needs students using various instructional techniques and technologies.
- Worked with students across multiple classifications and degrees of special needs.
- Gave one-on-one attention to students, while maintaining overall focus on entire group.
- Created and managed IEPs to define student learning objectives and educational strategies, in addition to applying instructional knowledge and methods to support goals.
- Cultivated connections and strong student rapport to foster classroom engagement, in addition to recording student progress to inform parents and school administration.
- Collaborated with teachers to assess needs, set objectives, and discuss strategies.
- Gathered, organized, and analyzed data on student needs and progress.
- Evaluated student progress and compared to IEP goals.

### Special Education Teacher, 08/2010 to 05/2020

Adams County School District 50 – Westminster, CO

- Provide differentiated and modified instructions in various settings.
- Collaborate with teachers in co-taught settings.
- Adapt, develop, and implement lesson plans based on student needs.
- Service coordinator of indirect students.
- Participate in all aspects of the IEP process and parent-teacher conferences.
- Administrate state standardized assessments.
- Collaborated with teachers to assess needs, set objectives, and discuss strategies.
- Gathered, organized, and analyzed data on student needs and progress.
- Worked with students across multiple classifications and degrees of special needs.
- Created and managed IEPs to define student learning objectives and educational strategies, in addition to applying instructional knowledge and methods to support goals.
- Taught multiple subjects to students with intellectual or emotional disabilities.
- Taught students in variety of settings, including self-contained and resource environments.
- Coordinated special education students and teacher assistant schedules with master schedule.
- Managed caseload of students with mental illness and intellectual or physical disabilities.

### Substitute Math Teacher, 01/2010 to 06/2010

Bryant School District, Bethel Middle School – City, STATE

- Provide instruction in a resource and co-taught setting Develop and implement lesson plans Participate in parent teacher conference Administrate state standardized assessment.
- Prepared and implemented lesson plans covering required course topics.
- Engaged students with insightful and compelling classroom discussion of topics relevant to coursework to boost student learning and retention.
- Kept classroom environments consistent and focused on learning by establishing and enforcing clear objectives.

## Education

### Educational Specialist: Special Education & Building Level Administration, 12/2016

University of Central Arkansas - Conway, AR

### Master of Science: Special Education, 05/2012

Arkansas State University - Jonesboro, AR

### Bachelor of Science: Middle School Education, 12/2009

Henderson State University - Arkadelphia, AR

## Certifications

- Building Level Administrator (PK-12)
- Special Education Curriculum/Program Administration (P-12)
- Special Education Instruction Specialist (4-12)
- Middle School Education (4-8)
- English Second Language Endorsement (PK-12)