

# JESSICA CLAIRE

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## SUMMARY

Due Process Facilitator, Educator, Special Programs Coordinator, AP Testing Coordinator, 504 Coordinator, RTI Coordinator, and Gifted Coordinator versed in monitoring compliance of students with disabilities and gifted education, monitoring paperwork, and working with a wide variety of educational needs.

## HIGHLIGHTS

- ensured compliance with regulations and laws for students with disabilities
- taught students with disabilities and regular education students
- wrote grants
- obtained highly qualified status for social studies
- served on school's leadership team
- demonstrated excellent organizational skills and efficiency
- met with local private school to establish eligibility for services
- worked with data processor to maximize FTE funds.
- coordinated the gifted program
- coordinated AP testing
- coordinated the program for students with disabilities
- wrote 504 plans and IEPs
- spearheaded the ASPIRE program that fosters student participation in their educational plans
- spearheaded the Tomorrow Today program that emphasizes more student and parent involvement in their post-secondary educational plans
- coordinated parent nights for parents of students with disabilities
- served as liaison between school and Vocational Rehabilitation to ensure successful transition to school or work.

## ACCOMPLISHMENTS

Special Education Teacher of the Year for Putnam County School System 2002-2003.  
Teacher of the Year for Putnam County High School for 2011.

## EXPERIENCE

**Putnam County High School - Due Process Facilitator/Special Programs Coord./AP Testing Coord./Gifted Coord./Inclusion Teacher**  
City, STATE • 05/1993 - Current  
reviewed standardized testing data  
wrote/reviewed IEPs  
facilitated IEP meetings  
conducted departmental meetings  
attended trainings at least twice per year and redelivered relevant information to department  
wrote 504 plans and facilitated 504 meetings  
scheduled and administered AP tests  
coordinated the gifted program  
monitored compliance of accommodations in classrooms and standardized tests  
worked with team to create procedures manuals and improvement plans  
co-taught Economics

## EDUCATION

**Georgia College**  
Milledgeville, GA • 1995  
*Master of Education:* Special Education

**Georgia College**  
Milledgeville, GA • 1992  
*Bachelor of Science:* Special Education