

# JESSICA CLAIRE

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

## PROFESSIONAL SUMMARY

Compassionate, creative and effective educational leader with valuable experience in classroom administration, professional development and project planning. Equipped with extensive background in versatile education environments. Student-centric instructor, academic facilitator and motivational coach. Competent at performing independently or as member of teaching team. Well-versed in classroom and online technologies.

## SKILLS

- Response-to-intervention understanding
- IEP familiarity
- Lesson Planning
- Recordkeeping skills
- Organizational ability
- Curriculum Development
- Classroom management
- Student-centered learning
- Group and individual instruction
- Verbal and written communication
- Time management
- Strategic planning

## EDUCATION

University of West Alabama  
Livingston, AL • 05/2020

*Master of Education:* Instructional Leadership

University of West Georgia  
Carrollton, GA • 07/2013

*Bachelor of Science:* Early Childhood Education

Southern Union State Community College  
Wadley, AL • 07/2010

*Associate of Science:* Education

## CERTIFICATIONS

- English Language Arts (Grade 6-12)- certified educator in Alabama
- Elementary Education (K-6)- certified educator in Alabama
- Google certified
- Managing Crisis Safely Certified Trainer
- CPR
- Alabama High School Certified Coach

## WORK HISTORY

**North Plainfield School District - High School English and Language Arts Teacher/Coach**  
North Plainfield, NJ • 08/2018 - Current

- Helps students develop academic, social and emotional skills for long-term success.
- Evaluates academic skills of each student through verbal assessments, graded assignments and standardized tests.
- Works with administrators on behavioral issues to support needs of students.
- Serves as language department member and attends meetings to develop and update course curricula.
- Plans dynamic lessons to increase student comprehension of books and literary concepts.
- Utilizes multimedia strategies and technology to convey information in fresh and interesting ways.
- Encourages independent thought, good judgment and expression of original ideas.
- Schedules 4 hours per week to provide academic support and tutoring to struggling students.
- Instructs Managing Crisis Safely courses for faculty and staff district wide.
- Yearbook Advisor.
- ELA Credit Recovery Teacher grades 9-12.
- Head of Tiger Mom Committee.
- Coordinates pep rallies, homecoming activities, prom, athletic banquets, and graduation.
- Varsity Cheer Coach.
- Organizes and manages design of yearly football program.

**Randolph County Board Of Education- Woodland High - High School English and Language Arts Teacher/Coach**

City, STATE • 08/2015 - 08/2018

- Evaluated academic skills of each student through verbal assessments, graded assignments and standardized tests.
- Helped students develop academic, social and emotional skills for long-term success.
- Led interesting and diverse group activities to engage students in course material.
- Effectively collaborated with others on ACIP, Budget, and RTI Committees.
- Successfully collaborated with teachers to develop county wide curriculum roadmaps for grades 9-12 English Language Arts and 1st Grade.
- Monitored and evaluated performance and effectiveness of current learning materials.
- Reviewed school guidelines and policies; presented recommendations to principals.
- Analyzed data and used proactive strategies to improve instructional methods.
- Junior varsity cheer coach.
- Track Coach.
- Key Club and Recycling Club Advisor.
- Coordinated yearly prom, graduation, and academic banquet activities.
- Organized yearly basketball fundraiser for charity.
- Woodland High School Teacher of the Year: 2017-2018

**Tender Years Learning Center - Pre-K Teacher**

City, STATE • 08/2014 - 08/2015

- Promoted physical, academic and social development by implementing diverse classroom and outside activities.
- Educated students in foundational concepts such as shapes, numbers and letters.
- Sanitized toys and play equipment each day to maintain safety and cleanliness.
- Worked with teaching staff to evaluate individual progress and recommend appropriate learning plans.
- Consulted with parents to build and maintain positive support networks and support continuing education strategies.
- Maintained well-controlled classrooms by clearly outlining standards and reinforcing positive behaviors.
- Monitored students' academic, social and emotional progress and recorded in individual files.
- Fostered reasoning and problem solving through active exploration games and activities.
- Attended variety of professional development workshops centered on learning goals, classroom management, student motivation, and engaging learning activities.
- Successfully communicated with 16 ELL students and their parents on daily basis.
- Collaborated with Georgia State BOE on curriculum development.
- Conducted inventory and developed budget for Pre-K funds.