

# Jessica Claire

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## SUMMARY

Skilled Elementary School Teacher with experience identifying children's individual and collective learning needs. Responsible [job title] with excellent communication skills demonstrated by [number] years of teaching experience. Skilled special needs elementary school teacher with the ability to work with children of various intellectual, behavioral and physical challenges. Energetic Elementary School Teacher with a decade of classroom experience involved in all levels and subjects of student development. Dynamic English teacher with 9+ years experience teaching 7th grade in the Capistrano Unified School District. Versatile child advocate professional with over 9 years experience working in a student-focused learning environment helping special-needs students improve their literacy. Special Education Teacher with Inclusion Teacher background and Exceptional Children case manager looking to join a growing entrepreneurial organization as part of an inspiring school system.

## HIGHLIGHTS

- Active participation
- Excellent classroom management
- Teaching, tutoring and counseling
- MA Education
- Experience working special needs students
- Effectively work with parents
- CPR certification
- Performance assessments
- Creative lesson plan development
- Differentiated instruction
- Parent/teacher conferences
- CPR/First-aid certified
- Interdisciplinary teaching
- Positive atmosphere promotion
- Proofreading/editing
- Interactive teaching/learning
- Interactive teaching/learning

## ACCOMPLISHMENTS

Founded and led a comprehensive after school enrichment program at Tolson Developmental Center. Worked with over 100 special education students, grades 7 through 12, for 11 years. Helped more than 30 students reach their IEP goals. Managed classes of up to 15 students. Designed weekly lesson plans focused on age and level-appropriate material.

## EXPERIENCE

**ASSOCIATE APPLIED SCIENCE DEGREE** 2004 to 2004

**Beloved Community & Empowerment Academy Charter Schools | Jersey City, NJ**

Met with parents and guardians to discuss students' progress at least once per semester. Used a variety of teaching methods such as lectures, discussions and demonstrations. Fayetteville, NC, USA North Carolina Teaching License (Special Education 2004 General Curriculum Special Education (Certification) F.S.U: Special Education Grand Canyon University - Phoenix, AZ, USA Master of Arts: Education in Special Education Phillip College - Fayetteville, NC, USA Associate Applied Science Degree: Business Administration

**ADMINISTRATIVE OFFICE SECRETARY** 01/1995 to 01/2004

**Cliffdale Classical Elementary | City, STATE**

Drafted meeting agendas, supplied advance materials and executed follow-up for meetings. Received and screened high volume of internal and external communications. Recruited and interviewed bus drivers applicants per school year. Identified staff vacancies, recruited, interviewed and selected applicants. Computed, recorded records and reports. Facilitated monthly bus drivers meetings.

**ELEMENTARY ADMINISTRATIVE OFFICE MANAGER** 01/1992 to 01/1995

**Mary MacArthur Elementary | City, STATE**

Manage all Accidents & safety Reports, Supervised bus drivers, secured substitutes drivers. Manage bus driver payroll. Supervised summer work program. Advised Principal on appropriate employee corrective actions. Ran the bi-weekly payroll process. Developed employee handbooks, including design and layout.

**ELEMENTARY TEACHER ASSISTANT** 1989 to 1992

**Ponderosa Elementary | City, STATE**

Provide instructional and clerical support for classroom teachers. Works with teacher in making purposeful and appropriate lesson. Works with teacher in evaluating accomplishments of students on a regular bases. Created Met with parents and guardians to discuss students' progress at least once per semester. Participated in regular training courses to keep up-to-date with new teaching methods and developments in the field. a classroom environment conducive to learning. Continues professional growth through workshops, seminars, and conferences.

## EDUCATION

special education, Teaching

**Hoke County High School, Fayetteville, NC**

Emphasis in Practical Psychology Emphasis in Practical Psychology Highly focused on developing ways to meet auditory, visual, and kinesthetic needs of all students. North Carolina Education Association Learning disabilities expertise Accomplished in special education Valid and Current Teaching Certification in NC Professional tutor In-depth knowledge of autism Worked with special education students, in resource with cognitive and physical disability grades 8 through 12, for over 8 years. Organized different activities Coached students in various Special Olympic events. 08/2006 - Current Hoke County High School - Fayetteville, NC Special Education Teacher

general education 2011

**Teach secondary school subjects to cognitive**

Teach secondary school subjects to cognitive, emotional/behavioral, educationally and physically handicapped students. Teach disability students within the general education classroom. Conducted small group and individual classroom activities. Coordinate placement of students with special needs into mainstream classes. Works with parents, administrators, school psychologists and other professionals to develop Individual Education Plans. Implements behavior management program for student(s) with poor attention span. Attend professional meetings, educational conferences, and teacher training workshops. Administered MSL, Benchmarks, and EOC standardized tests. Supervised and trained 2 teaching assistants. Coordinated after school tutoring with other teachers.

**Bachelor of Science | Special Education General Curriculum** 2004

**Overhills Middle School, Fayetteville, NC**

Alternative Dispute Resolution (ADR) training Special Educational Teacher Led a resource class of 15 Exceptional Children. Teach disability students within the general education classroom. Served on the 504 team. Developed individual educational plans (IEP). Differentiate instruction.

## PRESENTATIONS

- "Transitions: Problems and Successes"
- Mid-Atlantic Users Group
  - Second Annual Conference
  - Sanford, NC, October 2014
- Attend professional meetings, educational conferences, and teacher training

## CERTIFICATIONS

Certification in NC Special Education (Certification) F.S.U: Special Education

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## SKILLS

Drivers, Disability, Teaching, Secretary, Bi, Business Intelligence, Office Manager, Payroll, Clerical, Clerical Support, Class, Comprehensive Large Array Data Stewardship System, Associate, Student Records, MSL, Training

Administrative Management, Classroom Discipline, Classroom Instruction, Classroom Management, Community Involvement, Counseling, Creative Lesson Planning, Critical Thinking, Curriculum Development, ESOL Certified, Family Involvement, Goal Setting and Implementation, Grant Writing, Group Instruction, Instructing, Instructional Methods, Learning Strategies, Multicultural populations, Parent/Teacher Conferences, Parental Participation, Problem Solving, Program Development, Public Relations, Research, Social Perceptiveness, Speaking, Specialized Testing, Special-Needs Students, Student Evaluations, Teaching, Team Building, TESOL Certified, Time Management, Urban Classroom Settings, Writing, Active Learning.