

Jessica Claire

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PROFESSIONAL SUMMARY	<ul style="list-style-type: none">CAREER SUMMARY Compassionate, creative and effective teacher 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	<ul style="list-style-type: none">AVID TrainingCommunity OutreachTextbook Selection and Curricula PlanningTeacher Coaching and MentoringSafety and security proceduresInstructional leadershipRelationship building and networkingCommon Core learning standardsSchool event coordinationGoal planning		
WORK HISTORY	<p>MIDDLE SCHOOL LANGUAGE ARTS TEACHER 08/2006 to CURRENT</p> <p>Charter Schools Usa Wesley Chapel, FL</p> <ul style="list-style-type: none">Designed learning environments that encourage active student participation and individual and group activities.Assessed student learning in four areas of Language Arts using Standards Based Grading.Established and maintained positive relationships with students, staff, parents, and community members.Assessed students before developing learning targets in Reading, Writing, Speaking, Listening, and Language.Instructed more than 150 middle school students through lectures, discussions, group activities and demonstrations.Collaborated with specialists to meet needs of special education and English Learner students requiring extra support, Gymnastics Coach.Attained 65-70% student Lexile growth on Reading InventoryIntegrated technology into classroom as instructional tool, such as SmartboardLed interesting and diverse group activities to engage students in course materialSat in on classes of fellow teaching professionals to learn innovative methods for dispensing information to studentsCommunicated objectives for all lessons, units and projects to students and parentsCompleted in-service and additional training to maintain professional growthEstablished positive rapport with all students and parents through home calls and emailsIncreased parent satisfaction through well-organized IEP meetings and family conferences focused on improving parent-child bonding skillsIdentified signs of emotional or developmental problems in studentsKept classroom environments consistent and focused on learning by establishing and enforcing clear objectivesAdministered assessments and standardized tests to evaluate student progressWorked with administrators on behavioral issues to support needs of all studentsAssessed submitted class assignments, determined grades and reviewed work with struggling students to boost success chanceProvided one-on-one attention to students, while maintaining overall focus on entire group <p>MIDDLE SCHOOL SOCIAL STUDIES TEACHER 08/2006 to CURRENT</p> <p>Wayne Resa Detroit, MI</p> <ul style="list-style-type: none">Coordinated with team of teachers to plan and implement lesson plans for 150 students each school year.Established and communicated clear learning objectives and expectations to students.Educated students regarding national and global social issues and influencing factors.Devised lesson plans reflecting student educational, cultural, and language diversity.Maintained awareness of relevant current events and quickly incorporated study into curriculum.Developed instructional aids for classroom use and encouraged student participation.Planned and implemented integrated Social Studies lessons to meet Common Core Curriculum Standards.Planned learning activities that provided students with opportunities to observe, question, and investigate social studies topics. <p>SUBSTITUTE PRINCIPAL 01/2018 to CURRENT</p> <p>Lawrence Hall Chicago, IL</p> <ul style="list-style-type: none">Performed as Acting Administrator for Saturday School, absences, and school dances.Assisted 6 teams with coordinating student access to Saturday School.Facilitated committee meetings when administration was absent.Cultivated positive relationships between community members, school students and teachers.Monitored student behavior and enforced discipline policies. <p>MENTOR COORDINATOR 01/2008 to CURRENT</p> <p>Mantech International Corporation Cleveland, OH</p> <ul style="list-style-type: none">Planned and implemented staff development and in-service training programs for 75 staff members to enhance knowledge and skills.Evaluated programs and monitored implementation and compliance with regulations to achieve objectives.Demonstrated respect, friendliness and willingness to help wherever needed.Used critical thinking to break down problems, evaluate solutions and make decisions.Evaluated programs and monitored implementation and compliance with regulations to achieve objectives <p>MIDDLE SCHOOL GYMNASTICS COACH 01/2007 to CURRENT</p> <p>Elkhorn Area Middle School City, STATE</p> <ul style="list-style-type: none">10 + years working with 6th, 7th and 8th grade students to increase skills, memorize routines and improve fitness levels.Maintained fun-filled atmosphere with athlete participants while remaining professional and focused on achievement.Collaborated with coaches, students and administrators to run high-quality program.Implemented exercise programs and training strategies to bolster individual and team performanceSupervised academic progress of student-athletes and scheduled tutoring services when neededPromoted good sportsmanship with competing teams on- and off-fieldPrepared athletes for special competitions and tournamentsMonitored athletes during events and practice to quickly identify injuriesPromoted stretching, mobility work and proper form to help athletes safely build strengthWorked with both mentally and physically handicapped people and promoted interactive learning <p>TRAVEL COORDINATOR 06/2017 to CURRENT</p> <p>Elkhorn Area Middle School City, STATE</p> <ul style="list-style-type: none">Lead 30+ students and adults each June on successful tours of historical sites since 2018Organized memorable and exquisite travel itineraries for student tours to Washington D.C, New York, and BostonWorked closely with parents, students, and travel consultants to ensure successful tours <tr><td>EDUCATION</td><td><p>Master of Arts Educational Leadership 06/2020 University of Wisconsin - La Crosse, La Crosse, WI</p><p>Master of Arts Curriculum & Instruction 05/2013 George Williams College of Aurora University, Williams Bay, WI</p><p>Teacher Certification 05/2006 Concordia University, Madison, WI</p><p>Bachelor of Science 05/1995 University of Wisconsin-Whitewater, Whitewater, WI</p></td></tr>	EDUCATION	<p>Master of Arts Educational Leadership 06/2020 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