

# JESSICA CLAIRE

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## Professional Summary

Experienced secondary educator with 40 years of experience in education. Valid life time Missouri teaching certificate with training, endorsements and demonstrated competency in communication arts and journalism. Enthusiastically instructs students and manages behavior to facilitate educational strategies. Strong knowledge of curriculum and instruction to encourage digital-age work and student learning outcomes.

## Skills

- Leadership communications
- Clear communication
- Exemplary communication skills
- Faculty communication
- Instructor support
- Curriculum development
- Department collaboration
- Documentation
- Verbal and written communication
- Organizational abilities
- Multitasking strength
- Instructional support
- Recordkeeping
- Testing administration

## Work History

### Communication Arts/Journalism Instructor, 08/1980 to 06/2019

Centralia R-6 School District – City, STATE

- Established and maintained open lines of communication with students and parents to support academic and behavioral progress of students.
- Exhibited understanding of content, discipline and pedagogy as demonstrated through quality of design, execution of lessons and matching objectives and activities to Missouri standards.
- Developed and implemented lesson plans to fulfill requirements of district curriculum program and reflect accommodations and modifications for individual student needs.
- Demonstrated understanding of instructional planning and timely delivery paced by standards-based and data-driven instruction that engaged students, incorporated technology and made learning relevant for learners.
- Employed variety of instructional techniques and integrated and actively used technology and media consistent with needs and capabilities of students.
- Maintained accurate, complete and correct records as required by law, district policy and administrative regulations in alignment with state standards for communication arts and journalism subject areas.
- Planned and incorporated instructional and learning strategies, activities, materials, equipment and technology to exhibit understanding of student learning styles.
- Reviewed and analyzed data to measure and assess student growth aligned to instructional goals and course objectives and adjusted instructional strategies and content delivery as needed.
- Managed assigned extracurricular activities and sponsored outside activities approved by school principal to foster social growth of students.
- Accepted shared responsibility for project-based, interdisciplinary and thematic school initiatives that offered intervention and enrichment opportunities for students.
- Fostered physically and emotionally safe and supportive learning environment characterized by efficient and effective routines, clear expectations and organization that maximized student learning.
- Collaborated with faculty and staff to determine instructional goals, objectives and methods according to district and school requirements.

### Asst Director/Teacher at Champion Academy, 08/2010 to 05/2019

Centralia R-6 School District – City, STATE

Participated in all prospective student interviews.

Provided one on one educational instruction to each student as it was needed.

Maintained excellent attendance records for each student.

Maintained excellent grading records for each student.

Planned guest speaker opportunities for all students.

Planned community service opportunities for all students.

Participated in parent/teacher conferences for all students.

Updated curriculum according to DESE requirements.

Assisted students in securing part time employment.

Assisted students in completing their FAFSA forms and ACT applications online.

Proctored end of course exams.

Planned commencement services.

### Communication Arts/Journalism Instructor, 08/1979 to 05/1980

Clopton School District – City, STATE

- Established and maintained open lines of communication with students and parents to support academic and behavioral progress of students.
- Exhibited understanding of content, discipline and pedagogy as demonstrated through quality of design, execution of lessons and matching objectives and activities to Missouri standards.
- Developed and implemented lesson plans to fulfill requirements of district curriculum program and reflect accommodations and modifications for individual student needs.
- Demonstrated understanding of instructional planning and timely delivery paced by standards-based and data-driven instruction that engaged students, incorporated technology and made learning relevant for learners.
- Employed variety of instructional techniques and integrated and actively used technology and media consistent with needs and capabilities of students.
- Maintained accurate, complete and correct records as required by law, district policy and administrative regulations in alignment with state standards for the communication arts and journalism subject areas.
- Planned and incorporated instructional and learning strategies, activities, materials, equipment and technology to exhibit understanding of student learning styles.
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## Education

### Master of Arts: Education Administration, 05/2001

William Woods University - Fulton, MO

### Certification: Journalism, 1987

University of Missouri--Columbia - Columbia, Mo

### Bachelor of Science: English Education, 05/1979

Northeast Missouri State University (Truman State - Kirksville, Missouri)