

# Jessica Claire

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## PROFESSIONAL SUMMARY

Versatile Spanish and Special Education Teacher with focus on individual student needs across academia and emotional development. Empathetic and accommodating in design and implementation of hands-on lessons, catering to diverse learning abilities. Proficient in employing constant communication, patience and positive reinforcement in team efforts to deliver exceptional educational tools, fostering academic achievement.

## SKILLS

- Conflict resolution techniques
- Student records management
- Elementary education
- Secondary education
- Foreign Language (Spanish) Education
- Classroom management
- Lesson Planning
- Special education
- Group and individual instruction
- Differentiated instruction
- Highly organized
- Creation of data tracking systems and analysis

## WORK HISTORY

### FUNCTIONAL MATH/SPECIAL EDUCATION- MASTER TEACHER 08/2019 to CURRENT

#### Peoplescout | Gary, IN

- Modified general education curriculum for special-needs students using various instructional techniques and technologies.
- Delivered effective and differentiated classroom instruction to range of neurodiverse students.
- Completed intensive leadership training and provided training to colleagues on applied behavior analysis.
- Redirected students using Positive Behavior Support (PBS).
- Instructed students with physical and cognitive disabilities.
- Provided life skills programming for students with moderate to severe autism.
- Cultivated connections and strong student rapport to foster classroom engagement, in addition to recording student progress to inform parents and school administration.
- Communicated nonverbally with children to provide comfort, encouragement and positive reinforcement.
- Taught multiple subjects to students with intellectual or emotional disabilities.
- Created and managed IEPs to define student learning objectives and educational strategies, in addition to applying instructional knowledge and methods to support goals.
- Created and wrote taught functional math curriculum, enabling students to master skills related to banking/budgeting, time management, and measuring
- Worked with students with moderate to severe autism to increase life skills.
- Assisted struggling students to maintain progress levels by designing individualized lesson plans focused on areas for improvement.
- Planned lessons for a variety of learners, often 5 separate lessons a day

### TESTING COORDINATOR 08/2016 to CURRENT

#### Mastery Charter Schools, Simon Gratz High School | City, STATE

- Developed student rosters for special testing conditions.
- Met state and local testing timelines.
- Created and provided testing accommodations and modifications for students with disabilities
- Maintained security and integrity of sensitive test materials.
- Set up testing areas according to established guidelines.
- Determined course schedules and coordinated teaching assignments and room assignments to optimize use of buildings and equipment.
- Messaged logistical information regarding quarterly benchmark assessments to 100+ school staff via whole staff professional development.
- Coordinated with assistant principals of operations, instruction, and specialized services team to ensure all students' needs would be met.
- Communicated logistical information regarding quarterly benchmark assessments to students and families.
- Attended and completed all required trainings for AP and PA Keystone exams.
- Created testing schedule for statewide assessments.

### SPANISH TEACHER - MASTER TEACHER 08/2010 to 06/2019

#### Mastery Charter Schools, Simon Gratz High School | City, STATE

- Developed and wrote curricula in both Spanish and English, often sharing curriculum with other teachers.
- Conducted foreign language exams to determine fluency and comprehension.
- Completed performance reviews and remained up-to-date on required certifications and continuing education credits.
- Spoke to students in non-native language to challenge students and introduce students to non-native speaking environments.
- Served as languages department member and attended meetings to develop and update course curricula.
- Reported progress of students and results of testing to school board and principal.
- Explored and implemented innovative use of technology in language education.
- Consulted with teachers in other disciplines to identify and adopt successful instructional strategies.
- Used written exercises to test and develop reading and writing foreign languages.
- Explained concepts and assignments in both native and non-native languages.
- Inspired academic success based on belief that all students can achieve excellence, regardless of background.

### SPANISH INSTRUCTIONAL TEAM LEADER & COACH 08/2014 to 06/2017

#### Mastery Charter Schools, Simon Gratz High School | City, STATE

- Observed and evaluated teachers on Spanish Team
- Created mid-year and end-of-year documents, and participated in those meetings
- Facilitated 100% of trainings for teachers through daily coaching, planning meetings, and professional development.
- Worked closely with Assistant Principal of Instruction to determine contractual offers for Spanish Team

## EDUCATION

### Master of Science | Elementary/Special Education, Reading Specialist 05/2007

#### Saint Joseph's University, Philadelphia, PA

### Bachelor of Science | Elementary And Special Education 05/2006

#### Saint Joseph's University, Philadelphia, PA