

# JESSICA CLAIRE

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## PROFESSIONAL SUMMARY

Perceptive and collaborative bi-lingual Spanish speaking professional with school leadership and administrative experience seeking an administrative leadership position/role with a school district or network that can utilize my abilities, skills and administrative experience

## SKILLS

- Certified Teacher Evaluator
- MTSS/PBIS Implementation
- Curriculum Evaluation, Implementation
- Parent & Community Involvement
- Educational Administration
- Budgeting & Forecasting
- Classroom Management
- Restorative Justice Practices
- Social Emotional Learning
- Coaching & Teacher Development
- Design Professional Development

## EDUCATION

Northeastern Illinois University  
Chicago, IL

*Master of Arts:* Educational & School Leadership  
Illinois Principal's Endorsement

Northeastern Illinois University  
Chicago, IL

*Bachelor of Arts:* Double Major in Secondary Education And History

## WORK HISTORY

### Normandy School District - Director Social Science & Fine Arts

Normandy, MO • 07/2020 - Current

- Work with a collaborative team of district- and building-level administrators, teachers, and staff to evaluate, revise, and produce a viable curriculum for all students.
- Responsible for creating and providing professional development for teachers and staff
- Responsible for approved departmental budget as well as review and approve all requests for materials for departmental personnel.
- Responsible for managing and guiding the process for all Fine Arts productions and performances for the district, including performance agreements, contracts, performance budgets, rights and other aspects of production. This also includes the hiring of directors and other such staff needed for production of musicals, plays and numerous other performances.

### JS Morton East High School - Dean of Students

City, STATE • 10/2019 - 07/2020

- Supervise student cohort of over 900 students with regards to their overall behaviors while in school, attendance and academic performance
- Implemented PBIS and Restorative Justice practices for students in my cohort to encourage and reduce minor misbehaviors that were causing the majority of referrals to the Dean's Office
- Communicate effectively with parents, the community, and supplemental agencies, as necessary regarding student discipline, restorative justice process and addressing support services
- Work with and mentor teachers around classroom management strategies in order to proactively reduce in class discipline issues, disruptions and submission of referrals to the Deans Office for minor offenses

### Aspira Inc Of Illinois - Principal - Aspira Haugen Middle School

City, STATE • 07/2017 - 06/2019

- Organized, facilitated and collaborated with a team that transformed the school into a LEVEL 1 Performing School rated by the (SQRP) of the Chicago Public School and COMMENDABLE by the Illinois School State Board of Education.
- Responsible for the day-to-day operations and general supervision of a school with 500 students and a combined staff of 40 teachers and support staff in a 6th through 8th middle school setting.
- Established and supervised the implementation of PBIS and the use of Restorative Justice Practices among staff and students. Initiated launch of curriculum conversion with Social Emotional Learning standards.
- Regularly coach administrators and teachers on instructional methods, development of differentiated instruction and the application and use of data driven instruction.
- Supervise and evaluate teachers formally and informally using learning walks, observations, documentation, and follow-up conferences (PERA).
- Responsible for the initial preparation of the school's budget and monitoring of expenditures while supervising Title Funding Grants, ESSA Grants and other various academic and performing arts grants.
- Directly responsible for the recruitment and hiring of Teachers, Paraprofessionals and other support staff.

### Chicago Math & Science Academy - Assistant Principal

City, STATE • 10/2011 - 06/2017

- Assist in counseling individual students and, when necessary , make appropriate referrals for testing, guidance, or psychological counseling
- Update and maintained Student Code of Conduct and Student handbook in accordance with state and local mandates. Recently updated to conform with mandates of Illinois Senate Bill 100
- Work closely with school counselor to develop and implement a Restorative Justice approach to discipline resulting in reductions in level 2 and 3 behaviors as listed in Student Code of Conduct
- Designed and implemented a middle school wide PBIS system to reward and incentivize students for learning and practicing alternative behaviors and demonstrating safety, respect and responsibility
- Manage and play key role in resolving all discipline problems in a fair and just manner while maintaining accurate records and information on any actions taken with regards to discipline
- Work with and mentor teachers around classroom management and/or instructional strategies
- Serve as the administrator for Special Education CST and IEP meetings while working with school case manager to; monitors school site special education procedures for effectiveness and compliance in all program areas