

JESSICA CLAIRE

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SKILLS

- Curriculum coordination
- Hiring coordination
- Activity Planning
- Observation reports
- Leadership
- Microsoft Office
- Skyward
- Database
- Easy IEP
- SER
- NWEA-Map
- Zoom

EDUCATION

Texas Tech University
Lubbock, TX • 08/2019

Master of Education: Special Education

Prairie View A & M University
Prairie View, TX • 12/2008

Teacher Certification: Special Education

Prairie View A & M University
Prairie View, TX • 05/1999

BBA: Business Administration And Management

CERTIFICATIONS

Dyslexia Intervention Program - Region 4 Education Service Center (2014)

Texas Educator Certificate -Special Education EC-12 (6/1/2019-05/31/2025)

Educational Diagnostician EC-12 (pending)

PROFESSIONAL SUMMARY

Dedicated Educator professional with a history of meeting company goals utilizing consistent and organized practices. Skilled in working under pressure and adapting to new situations and challenges to best enhance the organizational brand. Enthusiastic IEP Facilitator eager to contribute to team success through hard work, attention to detail, and excellent organizational skills. A clear understanding of IEP's and 504's and training in Special Education Reporting System. Motivated to learn, grow and excel in the field of Education.

WORK HISTORY

Catapult Learning - Special Education Coordinator PreK-2

Zephyrhills, FL • 10/2020 - 07/2021

- Supported general education teachers and administrators in implementing strategies to meet needs of students with IEPs.
- Conducted conferences with parents and students to review progress, adjust academic plans, and renew enrollments.
- Used SER to maintain student records and prepare reports.
- Evaluated Case Managers through classroom observation, feedback, and recommendations.
- Interpreted and analyzed academic data to maintain student development and retention.
- Assisted struggling students to maintain progress levels by designing individualized lesson plans focused on areas for improvement.
- Coordinated with outside state agencies to acquire services for special needs children, including Speech Therapy, Occupational Therapy, adapted PE, and ABA Therapy.
- Coached and observed 5 teachers improving teaching techniques.
- Facilitated 3-4 IEP meetings per week using strength-based and family-centered approach.
- Maintained contact with parents to address concerns and needs of children.
- Planned, formulated, and assessed goals, policies, and activities designed to implement educational objectives and performance standards.
- Identified methods and tools to promote student success in project-based learning.

Christiana Care Health System - Special Education Coordinator

Camden, DE • 01/2013 - 10/2020

- Supported general education teachers and administrators in implementing strategies to meet the needs of students with IEPs.
- Train teachers of Special Education, General Education teachers, and other staff and ensure they understand and comply with the confidentiality of students in accordance with both state and federal laws.
- Assists school administration in scheduling classes for SPED instruction. Assists in planning and implementation of staff development and in-service programs pertaining to special education.
- Monitors SPED/504 students' academic progress that is reflected in formative and summative evaluations to ensure students meet desired educational goals and uses assessment results to coordinate SPED instruction and schedule., submits, and files all physical and computerized reports, records, and other documents required by district, state and federal laws.
- Advocates for SPED/504 students to ensure they have equitable educational opportunities.
- Collect and compile data from various sources to aid in evaluation process for SPED/504 students.
- Ensures SPED classroom(s) and/or instructional environment is safe, organized, and conducive to learning, with accessibility to all students.
- Establishes and maintains written and oral communication with parents, students, principals, and teachers to keep them informed of student progress.
- Collaborates with district personnel, Regional service centers, and other professionals to carry out school-wide instructional or related activities for SPED/504 students and their parents to better educate them on SPED/504 services and programs.
- Collaborate and supports general education/special education teachers and administrators in the implementation of appropriate strategies to meet the needs of students with disabilities.
- Ensures implementation of an instructional program that utilizes knowledge of learning styles and modalities and correlates Individuals Education Plans with regular program curriculum guides.
- Plans, prepares, and facilitates IEP/504 meetings, and serves as a member of IEP/504 Committee.
- Participates in placement decisions based on educational, sociological, and physiological data.
- Assesses relation between student performance and handicapping condition.
- Establishes new objectives based on the findings of the evaluation team to be presented as recommendations to the ARD Committee.

Memorial Hermann Hospital - Patient Access Team Lead

City, STATE • 06/2009 - 01/2013

- Collected and entered patient demographic and insurance data into computer database to establish patient's medical record.
- Determined patient financial needs and referred eligible patients to county, state or federal agencies to obtain financial assistance.
- Contributed to reduction of accounts receivables by adhering to pre-determined, and procedures to recover amounts due from patients.
- Identified insurance payment sources and listed payers in the proper sequence to establish a chain of payment.
- Secured patient information and confidential medical records in compliance with HIPAA privacy rule standards to protect patient's privacy.
- Received patient deductibles and co-pay amounts and discussed options to satisfy the remainder of patient financial obligations.
- Performed patient scheduling and registration functions to serve as an initial contact point for medical office visits.
- Attended weekly facility meetings to discuss logistical issues and obtain updated procedural and insurance-related instructions.
- Explained estimated cost for medical treatments and answered patient questions to promote good understanding of proposed services.
- Obtained patient's insurance information and determine eligibility for benefits for specific services rendered.
- Utilized knowledge of electronic medical record systems and medical terminology to perform diverse data entry tasks.
- Helped address client complaints through timely corrective actions and appropriate referrals.
- Offered simple, clear explanations to help clients and families understand hospital policies and procedures.
- Train, supervise, and evaluate work activities of Patient Access Representative, and other personnel
- Review records for completeness, accuracy, and compliance with regulations.
- Protect the security of medical records to ensure that confidentiality is maintained.
- Plan, develop, maintain, or operate a variety of health record indexes or storage and retrieval systems to collect, classify, store, or analyze information.