

JESSICA CLAIRE

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PROFESSIONAL SUMMARY

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

WORK HISTORY

- 11/2013 to Current **Certified Special Education Teacher**
Amikids – Tallahassee, FL
- Organized instruction material, including constructing bulletin boards and setting up work areas.
 - Created and managed IEPs to define student learning objectives and educational strategies, in addition to applying instructional knowledge and methods to support goals.
 - Coordinated special education students and teacher assistant schedules with master schedule.
 - Communicated nonverbally with children to provide comfort, encouragement and positive reinforcement.
 - Led activities that developed students' physical, emotional and social growth.
 - Redirected students using Positive Behavior Support (PBS).
 - Delivered effective and differentiated classroom instruction to diverse range of developmentally challenged students.
 - Instructed students in all academic areas and small reading groups.
 - Created learning and content strategies to meet needs of mentally and physically disabled students.
 - Cultivated connections and strong student rapport to foster classroom engagement, in addition to recording student progress to inform parents and school administration.
 - Worked with students with moderate to severe autism to increase life skills.
 - Attended monthly staff training sessions.
 - Worked in self-contained and resource environments to teach students variety of skills.
 - Provided life skills programming for students with moderate to severe autism.
 - Established safe play environment for students.
 - Physically and verbally interacted with students throughout day.
 - Collaborated with students with multiple degrees of special needs to accomplish various tasks.
 - Gave one-on-one attention to students, while maintaining overall focus on entire group.
 - Developed and managed instructional materials and reports.
 - Worked with students across multiple classifications and degrees of special needs.
 - Modified general education curriculum for special-needs students using various instructional techniques and technologies.

08/2010 to 08/2012 **Certified General Education Teacher**

Archdiocese Of San Antonio – New Braunfels, TX

- Collected, analyzed and tracked data on student progress using Eduphoria to update and enhance learning plans.
- Supported student teachers by mentoring on classroom management, lesson planning and activity organization.
- Observed and evaluated students' performance, behavior, social development and physical health.
- Communicated frequently with parents, students and faculty to provide feedback and discuss instructional strategies.
- Collaborated with other faculty members to review data and develop instructional strategies to address student learning objectives.
- Administered assessments to determine each student's specific educational and social needs.
- Boosted student grasp of materials with weekly tutoring sessions.
- Kept students on-task with proactive behavior modification and positive reinforcement strategies.
- Enhanced student learning by optimizing wide range of instructional approaches and innovative classroom activities.
- Completed and filed all necessary paperwork for classroom activities, including meal count sheets and attendance logs.
- Encouraged interactive learning by incorporating educational software and online assignments.
- Incorporated multiple types of teaching strategies into classroom including Kagan and Stetson.
- Cooperated with parents to support students' learning and healthy development in school and at home.
- Encouraged creative thinking and motivated students by addressing individual strengths and weaknesses based on standardized testing results.
- Assisted with organization and administration of standardized testing by being a test administrator.
- Met with administrators and department team members to work on curriculum planning and assessment methods.
- Graded and evaluated student assignments, papers and course work.
- Met with parents to resolve conflicting educational priorities and issues.

05/1998 to 07/2008 **Child Care Provider**

Odessa YMCA – City, STATE

- Developed lessons and activities to promote children's physical and emotional development.
- Maintained group discipline through positive reinforcement, behavior modeling and collaboration with parents.
- Monitored entrances and exits to maintain safety and organized environments.
- Instructed children in crafts and other activities to promote gross and fine motor skills, including creating paintings, drawings, paper crafts and decorations.
- Observed children to proactively identify issues with emotional or physical development and worked with parents and supervisors to address concerns.
- Maintained effective schedule balance between rest periods, active play and instruction.
- Sanitized dishes, tabletops, toys and frequently touched surfaces to prevent spreading of germs.
- Kept notes of behavior issues, food served and medications administered to children.
- Created safe and engaging learning environment for groups of diverse children with various learning styles.
- Cared for children ages 0 to 12 in nurturing and age-appropriate way.
- Enforced rules and managed behavior through developmentally appropriate discipline.
- Used positive reinforcement techniques to promote patience and other good behaviors in children.
- Handled daily administrative tasks efficiently to minimize time away from children, including updating attendance and requesting new supplies.
- Selected appropriate stories based on ages of children and teachable moments, read to groups and promoted discussions based on content.
- Managed safety and security of all children under care.
- Applied positive behavior management techniques to enhance social interactions and emotional development.

CERTIFICATIONS

Certified Generalist grades 4-8 Tx

Special Education endorsement grades K-12 TX

SKILLS

- Special education
- Understanding of special education
- Certified generalist 4-8 teacher
- SMART Board aptitude
- Creative learning strategies
- Student-centered learning
- Age-appropriate lesson planning
- Positive reinforcement
- Test proctoring
- Critical Thinking
- Varied lesson plans
- Elementary education
- Classroom discipline
- Student motivation
- Strong written and verbal communicator
- Positive attitude
- Differentiated instruction
- Positive and encouraging
- Teaching/tutoring
- Lesson planning

EDUCATION

05/2004

Bachelor of Arts: History/English/Teaching

University of Texas Permian Basin - Odessa, TX

General Studies

Odessa College - Odessa, TX