

Jessica Claire

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PROFESSIONAL SUMMARY

CAREER SUMMARY Compassionate, creative and effective teacher with valuable experience in classroom administration, professional development and project planning. Equipped with extensive background in versatile education environments. Student-centric instructor, academic facilitator and motivational coach. Competent at performing independently or as member of teaching team. Well-versed in classroom and online technologies.

SKILLS

- AVID Training
- Community Outreach
- Textbook Selection and Curricula Planning
- Teacher Coaching and Mentoring
- Safety and security procedures
- Instructional leadership
- Relationship building and networking
- Common Core learning standards
- School event coordination
- Goal planning

WORK HISTORY

MIDDLE SCHOOL LANGUAGE ARTS TEACHER 08/2006 to CURRENT

Charter Schools Usa | Wesley Chapel, FL

- Designed learning environments that encourage active student participation and individual and group activities.
- Assessed student learning in four areas of Language Arts using Standards Based Grading.
- Established and maintained positive relationships with students, staff, parents, and community members.
- Assessed students before developing learning targets in Reading, Writing, Speaking, Listening, and Language.
- Instructed more than 150 middle school students through lectures, discussions, group activities and demonstrations.
- Collaborated with specialists to meet needs of special education and English Learner students requiring extra support, Gymnastics Coach.
- Attained 65-70% student Lexile growth on Reading Inventory
- Integrated technology into classroom as instructional tool, such as Smartboard
- Led interesting and diverse group activities to engage students in course material
- Sat in on classes of fellow teaching professionals to learn innovative methods for dispensing information to students
- Communicated objectives for all lessons, units and projects to students and parents
- Completed in-service and additional training to maintain professional growth
- Established positive rapport with all students and parents through home calls and emails
- Increased parent satisfaction through well-organized IEP meetings and family conferences focused on improving parent-child bonding skills
- Identified signs of emotional or developmental problems in students
- Kept classroom environments consistent and focused on learning by establishing and enforcing clear objectives
- Administered assessments and standardized tests to evaluate student progress
- Worked with administrators on behavioral issues to support needs of all students
- Assessed submitted class assignments, determined grades and reviewed work with struggling students to boost success chance
- Provided one-on-one attention to students, while maintaining overall focus on entire group

MIDDLE SCHOOL SOCIAL STUDIES TEACHER 08/2006 to CURRENT

Wayne Resa | Detroit, MI

- Coordinated with team of teachers to plan and implement lesson plans for 150 students each school year.
- Established and communicated clear learning objectives and expectations to students.
- Educated students regarding national and global social issues and influencing factors.
- Devised lesson plans reflecting student educational, cultural, and language diversity.
- Maintained awareness of relevant current events and quickly incorporated study into curriculum.
- Developed instructional aids for classroom use and encouraged student participation.
- Planned and implemented integrated Social Studies lessons to meet Common Core Curriculum Standards.
- Planned learning activities that provided students with opportunities to observe, question, and investigate social studies topics.

SUBSTITUTE PRINCIPAL 01/2018 to CURRENT

Lawrence Hall | Chicago, IL

- Performed as Acting Administrator for Saturday School, absences, and school dances.
- Assisted 6 teams with coordinating student access to Saturday School.
- Facilitated committee meetings when administration was absent.
- Cultivated positive relationships between community members, school students and teachers.
- Monitored student behavior and enforced discipline policies.

MENTOR COORDINATOR 01/2008 to CURRENT

Mantech International Corporation | Cleveland, OH

- Planned and implemented staff development and in-service training programs for 75 staff members to enhance knowledge and skills.
- Evaluated programs and monitored implementation and compliance with regulations to achieve objectives.
- Demonstrated respect, friendliness and willingness to help wherever needed.
- Used critical thinking to break down problems, evaluate solutions and make decisions.
- Evaluated programs and monitored implementation and compliance with regulations to achieve objectives

MIDDLE SCHOOL GYMNASTICS COACH 01/2007 to CURRENT

Elkhorn Area Middle School | City, STATE

- 10 + years working with 6th, 7th and 8th grade students to increase skills, memorize routines and improve fitness levels.
- Maintained fun-filled atmosphere with athlete participants while remaining professional and focused on achievement.
- Collaborated with coaches, students and administrators to run high-quality program.
- Implemented exercise programs and training strategies to bolster individual and team performance
- Supervised academic progress of student-athletes and scheduled tutoring services when needed
- Promoted good sportsmanship with competing teams on- and off-field
- Prepared athletes for special competitions and tournaments
- Monitored athletes during events and practice to quickly identify injuries
- Promoted stretching, mobility work and proper form to help athletes safely build strength
- Worked with both mentally and physically handicapped people and promoted interactive learning

TRIP COORDINATOR 06/2017 to CURRENT

Elkhorn Area Middle School | City, STATE

- Lead 30+ students and adults each June on successful tours of historical sites since 2018
- Organized memorable and exquisite travel itineraries for student tours to Washington D.C, New York, and Boston
- Worked closely with parents, students, and travel consultants to ensure successful tours

EDUCATION

Master of Arts | Educational Leadership 06/2020

University of Wisconsin - La Crosse, La Crosse, WI

Master of Arts | Curriculum & Instruction 05/2013

George Williams College of Aurora University, Williams Bay, WI

Teacher Certification 05/2006

Concordia University, Madison, WI

Bachelor of Science 05/1995

University of Wisconsin-Whitewater, Whitewater, WI