

# Jessica Claire

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## Professional Summary

Arts Department Chair and outstanding performer in arts education. Proven success in leadership, operational excellence and organizational development with keen understanding of new trends and best practices in high school education and college preparation. Recognized for inspiring department members to excel and encouraging creative and constructive work environments.

## Skills

- Curriculum development
- Department collaboration
- Committee oversight
- Verbal and written communication
- Budget management
- Adobe Suite Software
- Google software
- Office software
- Spanish language proficient
- Photographic camera (analogue and digital) and darkroom equipment maintenance & repair
- Studio lighting

## Work History

**Visual and Performing Arts Department Chair**, 08/2015 to Current

**Rolling Hills Prep And Renaissance Schools** – City, STATE

- Collaborated with Academic Leadership Team and maintenance on operational support tasks to model importance of group goals including the management of a school-wide arts calendar advocating for the needs of the department at all levels of the school community
- Resolved conflicts and negotiated agreements between members of the faculty in order to reach win-win solutions to disagreements and clarify misunderstandings.
- Lead in the design, building and development of new classrooms and studio space.
- Managed, implemented and maintained a budget of over \$275,000 for all of visual and performing arts needs while continually looking for ways in which to keep costs to a minimum.
- Conceived, developed, and continue to foster the Visual and Performing Arts Honors Diploma providing students experience and exposure in the arts beyond the classroom experience.
- Coordinate with members of the arts community in the surrounding area to bring in guest speakers and organize student exhibits and performances off campus including initiating an annual exhibit at local galleries of student work with a dedicated annual exhibit designed to raise awareness of and support for those experiencing homelessness.
- Recruit, hire, train, and mentor new members of the department including regular observations, evaluations and leading of professional development.
- Guiding and standardizing development of 6-12 curriculum including the introduction and approval of new courses through the AP and UC systems, standardization of expectations, introduction of differentiated curriculum according to varied learning styles.
- Introduce, design and implement student-led conferencing empowering students to take ownership over learning and lead conversations on progress and goals with advisors and parents.
- First ever UC Approved Media Literacy art class (2018)

**Photography and 2D Graphic Design Teacher**, 08/2004 to Current

**Rolling Hills Prep And Renaissance School** – City, STATE

- Educator of the Year 2015
- Construct the curriculum for and teach Photo I, Photo II, Media Literacy, Graphic Design, Advanced Placement 2D Design including the teaching of Adobe Suite programs all the way through the AP level.
- Founded, manage and advise the student design staff (responsible for design and creation of the school’s yearbook, literary magazine, and client-based work for members of the school community including performing arts, development and athletics.)
- Multiple state and national awards received
- Increase differentiation in curriculum to accommodate mixed-population classes including learning-different student and English Language Learners
- Academic Advisor for 10-15 students in grades 9-12.
- Manage fund-raising, design and building of campus darkroom, including multi-level recycling program in keeping with school’s green standards
- Organize, curate, and advertise for all-school art exhibits, including all-school end of year art exhibit and reception.
- Freshman and sophomore seminar instructor on social media use and safety, digital footprint and behaviors.
- 6th grade visual arts, 7th grade visual arts, 8th grade introduction to photography and design

**Arts Educator**, 08/2003 to 07/2004

**Wildwood School** – City, STATE

- Founded the high school photography program and instructed grades 9-12.
- Instructed mixed-media education for 9-11 grade.
- Organize, curate, and advertise for all-school art exhibits, including all-school end of year art exhibit and reception.

## Education

**MFA: Photography And Cross Curricular Education**, 06/2002

**California Institute of The Arts** - Valencia, CA

- Awarded the Lew & Edie Wasserman Scholarship for excellence in socially applied art
- Awarded the California Institute of the Arts travel grant for work in the field

**Bachelor of Arts: Visual Anthropology & International Relations**, 06/2005

**Hampshire College** - Amherst, MA

Visual Arts

**School of The Museum of Fine Arts** - Boston, MA