

JESSICA CLAIRE

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SUMMARY

I am an experienced (Special Education) Teaching Assistant and Caregiver with 7 years of experience working with students from ages 2-15. I have assisted in administering lessons and academic materials and maintained safe and productive environments throughout daily activities. I am a compassionate worker dedicated to securing well-being for children and cultivating personal growth and development. I have aided teachers in giving lessons, discipline, reinforcement and modeling behavior/communication skills; and worked with small groups of students that may need extra support with certain subjects and skills. I am passionate about serving the physical, emotional and academic needs of all children and supporting their families as well.

SKILLS

- Classwork oversight
- Educational support
- Activities oversight
- Individual instruction
- Special needs
- Behavioral plan management
- Behavior modification
- Teacher assistance
- Reporting requirements
- Enrichment activities
- Social integration
- Setting up activities
- Special needs education
- Multidisciplinary team collaboration
- Tutoring students
- Maintaining safe environments
- Grading homework and tests
- Behavior modeling
- One-on-one and small group instruction
- Early childhood education
- Classroom supply management

EXPERIENCE

Paraeducator (Regular and Special Education), 10/2009 - 10/2019

Mid-Columbia Medical Center – Hood River, OR

- Helped teachers manage classroom and workload by assisting where necessary.
- Monitored students' progress in skill areas such as reading, writing and arithmetic; as well as personal behavioral development, and reported on findings to teachers and parents.
- Liaised with team of professionals to implement comprehensive educational action plans for special needs and at-risk students.
- Served as classroom aide to teachers and worked one-on-one with special needs students age 6 to 14.
- Managed any distracting or inappropriate classroom behavior by implementing discipline using positive reinforcement.
- Performed diverse tasks for teachers, including clerical support, classroom management and document coordination.
- Created and distributed instructional materials for group and one-on-one use.
- Kept over 20 students safe in classroom and outside environments.
- Prepared visual aids, equipment and classroom displays to foster learning.
- Provided students with personalized educational, behavioral and emotional support.
- Graded assignments and tests using answer key, documented results and informed lead teacher of students' performance.
- Supervised students and maintained security throughout school buildings and on field trips.
- Communicated effectively with educators from various grade levels.
- Cleaned and organized classrooms, materials and supplies to support maximum efficiency.
- Modeled and taught basic and advanced social skills, conflict management techniques and study approaches to students.
- Promoted language development skills through reading and storytelling.
- Assisted at least 5 children per station during small group learning periods.
- Applied positive reinforcement for performance to redirect negative behaviors.
- Supported students in developing strategies for individual needs and classroom group dynamics.
- Tutored and supported students individually and in groups of up to 8 by reteaching and reviewing lesson concepts and skills.
- Supplied one-on-one attention to each student while maintaining overall focus on entire group.
- Administered minor first aid to injured students and notified school nurse to render additional aid.
- Observed students to supply teachers with feedback regarding potential learning blocks and opportunities for support.
- Aided disabled students in using restroom facilities.
- Managed class of 20+ students when teacher stepped out of room.
- Affirmatively communicated and promoted positive attitudes with every student.
- Led lessons on many subjects to groups averaging 5 special needs students with Down syndrome, autism spectrum disorders and other developmental disorders and genetic disabilities.
- Provided support to students through specialized accommodations, extra assistance and educational assessments.
- Supervised test taking and graded papers.
- Administered coursework devised by teachers according to lesson plans.
- Amplified knowledge in classroom management, student engagement, activity planning and student goal setting through continuing education courses.
- Created safe and nurturing environment focused on students to ensure quality learning experiences.
- Worked in tandem with teacher to develop customized classroom environment conducive to students' needs.
- Worked with both groups and individuals to provide instruction in mathematics, reading, science and history.
- Met with parents about student needs to garner additional support.
- Supervised students awaiting after-school transportation and assisted students boarding and exiting school bus daily.
- Fostered positive relationships with students, parents and personnel to facilitate program growth and ensure positive learning outcomes.
- Advised instructor regarding student behavior or issues that required immediate addressing.
- Transported non-ambulatory students throughout campus facilities.
- Met one-on-one with autism students, utilizing customized behavioral plans.
- Helped students to develop good behavioral habits through positive reinforcement and encouragement in studies as well as discipline and careful use of physical intervention when required.
- Communicated with parents to report on academic and behavioral performance and deliver suggestions to implement at home to reinforce positive habits developed at school.
- Maintained focused, inclusive and supportive learning environments.
- Assisted special education instructors in identifying and meeting students' individual needs.
- Participated in supervision of students during lunch, physical education and after-school extracurricular activities to maintain peaceful and productive environment.
- Assisted teachers in printing class handouts and worksheets and distributing to students during classroom sessions.
- Escorted students to restroom cafeteria, outside to playground and on field trips.
- Provided special attention to individuals needing extra academic or behavioral guidance during classes.
- Completed documentation on student behaviors, interventions and results.
- Engaged and supported students with differing learning styles and cultural backgrounds.
- Instructed students with varying abilities and needs in alignment with IEP objectives while delivering personalized and small group lessons.
- Coordinated with teachers to support instruction implementation through students' specific needs and progress evaluations.

Child Caregiver, 03/2014 - 09/2016

Right At School – Atlanta, FULTON COUNTY

- Observed and monitored play to identify developmental strengths and target areas for enrichment activities.
- Organized and planned age-appropriate lessons involving reading, crafts, music and movement.
- Discussed new developments, misbehavior and concerns with parents or guardians.
- Balanced schedules to provide optimal rest, play and educational periods.
- Delivered direct, supervised care to groups of children between ages 2 and 12.
- Led children in tidying up, handwashing and communication to teach responsibility.
- Enforced rules to teach manners and maintain safe environment.
- Helped prepare meals, snacks and refreshments for children, accounting for individual dietary needs and restrictions.
- Cared for up to 15 children ranging in age from 2 to 12.
- Secured indoor and outdoor premises to protect children under care.
- Improved group and individual behavior by employing positive management strategies.
- Assisted children in development of social, communication and problem-solving skills.
- Worked closely with groups of children and one-on-one to teach letters and numbers.
- Led developmentally appropriate activities for young children.
- Organized toys, games and puzzles in storage cabinets.
- Promoted physical, emotional, intellectual and social development through well-planned classroom lessons, games and outside activities.
- Assisted children in developing fine motor skills in preparation for preschool and kindergarten.
- Kept children safe and secure at all times.
- Incorporated music and art activities to encourage creativity and expression.
- Maintained organized and clean classroom and play areas.
- Used techniques such as positive reinforcement and behavior modeling to instill discipline in children.
- Provided nurturing and appropriate environment for children ranging in age from 2 to 12.
- Sanitized high-touch surfaces, including toys and tables to maintain clean, safe environment.

After School Program Assistant, 08/2007 - 06/2014

AUES – City, STATE

- Conferred with parents, guardians, teachers, counselors and administrators to resolve students' behavioral or academic problems.
- Fostered positive and trusting relationships with students to increase engagement.
- Recognized by management for providing exceptional abilities in interaction and communication with students.
- Handled all delegated tasks, including activities and help with homework.
- Resolved interpersonal conflicts by listening, finding common ground and building relationships.
- Demonstrated self-reliance by meeting and implementing necessary changes and meeting the children's needs, as well as, creating a happy healthy environment.
- Worked closely with other educators to meet the needs and create a stable, fun, nurturing learning and play environment for students.
- Provided a snack and monitored children on the playground.
- Created new engaging activities with peers and students.
- Oversaw parent pick-up and bus loading daily.

EDUCATION AND TRAINING

Early Childhood Education

College of The Redwoods - Eureka, CA

CERTIFICATIONS

I have completed 12 units of Early Childhood Education.

I have participated in trainings when possible.

I have been CPR certified (though not currently), and participated in Epi-Pen training.