

JESSICA CLAIRE

100 Montgomery St. 10th Floor • (555) 432-1000 • resumesample@example.com

Professional Summary

Productive Special Education Coordinator offering 16-year background implementing programs for children with mental, learning and behavioral disabilities. Train staff on special education innovations, creates educational programs, and analyzes student academic data. Proficient in SIS and Synergy. Dedicated to providing exceptional leadership to drive special education programs.

Skills

- Built and organized legally compliant Special Education department for 150+ students
- Collaboratively plans, implements, supports, monitors, and evaluates special education programs that enhance teaching, student academic progress, and interventions
- Developed curricula that fulfilled state and district requirements and guidelines
- Facilitated and managed Child Study Team to develop interventions to support students academically and socially
- Collaborate to conduct Functional Behavior Assessments and Behavior Intervention Plans.
- Hire and supervised special education teachers and paraprofessionals
- Conducted monthly team meetings with special education teachers and special education evaluation team
- Scheduled and conducted initial IEP meetings, annual IEP reviews, Eligibility Determination Meetings, Manifestation Meetings, and Review of Existing Data meetings.
- Communicator between administrators, parents, general education teachers, and other school staff and support providers regarding student progress.
- Lead administration of 504 Plans
- Served as Middle School Special Education Lead Coordinator for SIS and Synergy for Chesterfield County Public Schools

Work History

Special Education Coordinator, 10/2016 to Current

Catapult Learning – Marion, OH

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- Communicator between administrators, parents, general education teachers, and other school staff and support providers regarding student progress.
- Lead administration of 504 Plans.
- Department Chair for Special Education Department
- Led and managed child study teams to develop behavior and academic interventions to support students academically and socially

Special Education Teacher/Read, Reading Specialist, 09/2005 to 10/2016

Chesterfield County Public Schools – City, STATE

- Design work for providing students with instructional materials; addressing individualized learning plans and/or reinforcing reading objectives
- Relay critical information to parents, teachers and administrators about legal aspects of Individual Educational Plan (IEP)
- Collect data, monitoring student performance, and develop instructional programs for students with disabilities
- Analyze student reports (e.g. Progress, expectations, goals, etc.) Facilitate confidential issues with variety of parties)
- Modified general education curriculum for special-needs students using various instructional techniques and technologies.
- Created and managed approximately 23 student IEPs per year to define student learning objectives and educational strategies, in addition to applying instructional knowledge and methods to support goals.

Quality Assurance Specialist/Customer Service Representative

Capital One – City, STATE

- Monitored product standards and quality-control programs (credit cards and customer service calls).
- Collaborated with management to provide training on improved processes and assisted with creation and maintenance of quality training.
- Inspected, verified and documented quantifiable characteristics of finished goods by comparing against customer specifications and company quality standards.
- Collected and analyzed activity data and initiated, developed and recommended improvements to systems, processes and procedures to increase productivity and reduce cost.
- Performed call audits to monitor regulatory compliance.
- Answered customer telephone calls promptly to avoid on-hold wait times.
- Offered advice and assistance to customers, paying attention to special needs or wants.
- Maintained customer satisfaction with forward-thinking strategies focused on addressing customer needs and resolving concerns.
- Completed deviation forms and recorded findings of inspection process, collaborating with quality team members and department managers to implement procedural remedies.

Education

Master of Education : Educational Leadership, 05/2015

University of Concordia - Portland Oregon

Special Education LD Endorsement K-12: Special Education, 05/2006

Virginia Commonwealth University - Richmond, VA

- Continuing education in Special Education (K- 12th grade)

Bachelor of Science: Public Administration, 05/1989

Virginia State University - Petersburg, VA

- Member of Sigma Gamma Rho Sorority Incorporated
- Dean's List

Additional Information

- Proficient in Microsoft Office, SIS, Synergy, Google
- Certified to administer the Woodcock Johnson Test of Achievement