

Jessica Claire

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Professional Summary

Versatile Special Education Teacher with a focus on individual student needs across academic 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.

Natural leader experienced in driving great team successes by coaching and motivating team members to increase student outcomes across diverse cultures and learning styles. Record of performance in meeting organizational objectives. Excellent interpersonal skills, ability to work well with others, in both supervisory and support staff roles.

Skills

- Student counseling
- Student progress reporting
- Student records management
- Conflict resolution techniques
- Special education
- Differentiated instruction
- Group and individual instruction
- Lesson planning
- Classroom management
- In-depth knowledge of autism
- Learning style assessment

Work History

- 07/2020 to 09/2021

Lead Teacher 3rd Grade Special Education
Francis Howell School District – Saint Charles, MO
 - Collaborated with administrators on classroom policies, management strategies and discipline.
 - Planned lessons according to district standards to cover requirements and prepare for standardized tests.
 - Sourced supplies to fill gaps in student activities.
 - Built positive relationships with parents to involve families in educational process.
 - Implemented classroom management improvements to enhance class morale and engagement.
 - Established and enforced rules of behavior to drive social development and maintain positive interactions.
 - Taught students subject-specific material, learning strategies and social skills.
 - Organized classroom supplies and decorated walls to create fun, nurturing settings and meet learning needs.
 - Boosted individual perseverance and resilience by setting challenging goals and providing realistic support.
 - Promoted exploration of building blocks of learning by leading diverse, hands-on activities.
 - Drove student learning by establishing clear classroom plans and group objectives, as well as actionable strategies to achieve each goal.
 - Assessed student learning progress and comprehension with routine tests and standardized examinations.
 - Assessed student progress by administering tests and evaluating results.
 - Helped students develop self-esteem and life skills by fostering healthy conflict-resolution, critical thinking and communication.
 - Stayed abreast of changes to school and district policies as well as new trends in education by attending professional development courses and in-service trainings.
 - Taught lessons encompassing skill-building activities in speaking, writing, reading and listening.
 - Retained student interest and maximized receptive learning.
 - Resolved problems, improved operations and provided exceptional service.
- 08/2017 to 05/2020

Self-Contained Special Education Teacher
Jefferson Parish Public School System – City, STATE
 - Delivered effective and differentiated instruction to students on the autism spectrum
 - Led activities that developed students' physical, emotional and social growth
 - Redirected students using Positive Behavior Support (PBS)
 - Instructed students in four academic areas and in reading groups
 - Organized instruction material, including constructing bulletin boards and setting up work areas
 - Communicated nonverbally with children to provide comfort, encouragement and positive reinforcement
 - Developed communication systems for non-verbal children
 - Coordinated special education students and teacher assistant schedules with master schedule
 - Created and managed IEPs to define student learning objectives and educational strategies, in addition to applying instructional knowledge and methods to support goals
 - Cultivated connections and strong student rapport to foster classroom engagement, in addition to recording student progress to inform parents and school administration
 - Redirected poor behavior using positive reinforcement method, resulting in 90% decrease in tantrums in classroom
 - Completed intensive leadership training and provided information to colleagues on TEACCH methods
 - Incorporated home activities to supplement classroom lessons
 - Collaborated with students with multiple degrees of special needs to accomplish various tasks
 - Provided life skills programming for students with moderate to severe autism
 - Established safe play environment for students
 - Collaborated with numerous departments and 2-3 standard education teachers to assist in co-teaching models in science and social studies
 - Worked in self-contained and resource environments to teach students variety of skills
 - Physically and verbally interacted with students throughout day
 - Attended monthly staff training sessions
 - Worked with students with moderate to severe autism to increase life skills
 - Developed individual educational plans (IEP) designed to promote educational, physical and social development
 - Fostered relationships with students to increase engagement, and periodically reported student progress to parents/guardians and school leadership
 - Developed Individual Education Programs (IEP) to establish student outcome goals and define educational strategies; leveraged developmental practices and educational theories to achieve educational objectives
 - Worked with students of varying degrees of specialized need to accomplish tasks and build practical skills
- 01/1995 to 12/1999

Advocate for Children With Special Needs
Family Voices – City, STATE
 - Led multidisciplinary, continuous quality improvement program to improve patient outcomes
 - Reviewed and approved all contracts to clients prior to being submitted
 - Designed and prepared technical reports, studies and related documentation
 - Led multidisciplinary team in delivery of client wraparound services requiring close cooperation among members to share information and develop solutions to meet broad array of deliverables
 - Achieved client confidence and protected operations by keeping information confidential
 - Provided excellent service to guests and employees
 - Provided supportive link between external customers and internal operations
 - Greeted clients and guests professionally and courteously to cultivate and maintain welcoming atmosphere
 - Maintained records of patient care, condition, progress or problems to report, and discussed observations with supervisor or case manager
 - Ensured compliance with policies and quality standards to maintain consistency in quality of services
 - Monitored social media and online sources for industry trends
 - Positioned as primary liaison to streamline operations of multiple lines of business within organization
 - Communicated with clients to review contract, answer any questions and learn about their unique scenarios and how to troubleshoot
 - Created customized care plans, working with hospital staff and families to assess and meet individual needs
 - Monitored multiple databases to keep track of all company inventory
 - Effectively controlled the release of proprietary and confidential information for general client lists
 - Successfully led key projects which resulted in [\[positive outcome\]](#)
 - Planned and executed [\[project\]](#)
- 07/1994 to 07/1999

Special Education Resource Teacher
Marrero Christian Academy – City, STATE
 - Led activities that developed students' physical, emotional and social growth
 - Delivered effective and differentiated classroom instruction to diverse range of developmentally challenged students
 - Cultivated connections and strong student rapport to foster classroom engagement, in addition to recording student progress to inform parents and school administration
 - Organized instruction material, including constructing bulletin boards and setting up work areas
 - Created learning and content strategies to meet needs of mentally and physically disabled students
 - Redirected students using Positive Behavior Support (PBS)
 - Coordinated special education students and teacher assistant schedules with master schedule
 - Identified staff requirements and communicated to human resource department to initiate recruitment and training processes
 - Provided patients and families with emotional support and instruction in preparing healthy meals, independent living and adaptation to disability or illness
 - Collected data by identifying sources of information, including designing survey and collection methods
 - Maintained historical records by documenting system changes and revisions
 - Increased customer satisfaction and repeat business through relentless pursuit of resolutions to problems
 - Led multidisciplinary, continuous quality improvement program to improve patient outcomes
 - Eliminated learning gaps and effectively instructed students by developing IEPs and using wide variety of teaching aids and motivational strategies
 - Created and managed IEPs to define student learning objectives and educational strategies, in addition to applying instructional knowledge and methods to support goals
 - Communicated nonverbally with children to provide comfort, encouragement and positive reinforcement

Education

- 05/2020

Master of Education: Teaching and Learning focus Special Education
University of Holy Cross - New Orleans, LA
- 08/1978

Bachelor of Arts: Elementary Education
Erskine College - Due West, SC

Certifications

- ESL certified
- LDOE certified in Pk-3, Elementary Education 1-5, Mild/Moderate Special Education 1-5