

# JESSICA CLAIRE

Montgomery Street, San Francisco, CA 94105 • (555) 432-1000 • resumesample@example.com

## PROFESSIONAL SUMMARY

Versatile Special Education Teacher with focus on individual student needs across academia and emotional development. Empathetic and accommodating in design and implementation of hands-on lessons, catering to diverse learning abilities. Proficient in employing constant communication, patience and positive reinforcement in team efforts to deliver exceptional educational tools, fostering academic achievement.

## SKILLS

- Common Core Instructional Strategies
- Differentiated Instruction
- Group and Individual Instruction
- Classroom Management
- Motivating Students
- Positive Behavior Intervention and Support
- Communication with Families
- Program Development and Management
- Student Progress Reporting
- Distance Learning
- IEP Development and Facilitation
- Cognitive Testing for IEPs
- State Testing Administrator
- Bilingual (Spanish)

## WORK HISTORY

### Special Education Teacher, 08/2022 - Current

New Story Schools – Warsaw, VA Fullerton, CA

- 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.
- Taught students across multiple classifications and degrees of special needs.
- Modified general education curriculum for special-needs students using various instructional techniques and technologies.
- 75% of Special Day Class math students improved 1 grade level or more on I-Ready Diagnostic in 6 1/2-month period.

### Special Education Teacher, 01/2022 - 05/2022

Bay City School District – Bay City, MI

- Provide differentiated instruction in Resource Specialist Program (RSP).
- Develop Individualized Educational Plans (IEPs).
- Conduct 30-Day and Transition IEPs.
- Assess student learning including academic testing.
- Test Administrator for California Assessment of Student Performance and Progress.
- Behavioral support to general education teachers.
- Communication and support to parents.

### Special Education Teacher, 08/2018 - 01/2022

Albany Charter School Network – Beaumont, TX

- Delivered effective and differentiated classroom instruction to range of neurodiverse students.
- Modified general education curriculum for special-needs students using various instructional techniques and technologies.
- Instructed students in core academic areas and specialized reading groups. Approximately, 60% of students with moderate disabilities improved one grade level in reading this year.
- Taught students with mild to moderate disabilities across multiple classifications and degrees of special needs.
- Provided life skills programming for students with autism.
- Cultivated connections and strong student rapport to foster classroom engagement, in addition to recording student progress to inform parents and school administration.
- Developed IEPs to define student learning objectives and educational strategies to best address needs of students.

### Assistant Principal, 10/2006 - 05/2018

New Story Schools – Warwick, PA

- Assisted Principal in management of school operations.
- Supervised and evaluated teaching and support staff through instructional leadership and professional development.
- Supported hiring, training, and disciplinary action in compliance with legal guidelines and requirements.
- Encouraged interdepartmental and cross-functional team collaboration in development and support of student activities, programs and lessons.
- Built productive relationships with parents of students facing difficult situations at school or at home.
- Established instructional practices driven by statistical performance data.
- Performed classroom evaluations to assess teacher strategies and effectiveness.
- Administered standardized tests to evaluate student performance and progress. Smarter Balance Assessment Consortium (SBAC) and California English Development Test (CELDT) coordinator.
- Coordinated development of master schedule.
- Behavioral Response to Intervention Coordinator. Provided strategies such as check-in check-out and school home note to 15-20 at-risk students per semester.

### School Counselor, 08/2002 - 10/2006

Company Name – City, State

- Served as English Learner Counselor, facilitated English Learner Advisory Committee, supported students with reclassification, coordinated CELDT test.
- Reclassified as many as 50 students in one year.

• Provided crisis intervention in response to emergencies, employing existing trust and rapport to deescalate situations.

• Maintained positive relationships with students, faculty, alumni and administration.

• Assisted high school seniors complete college applications and meet requirements necessary for graduation.

• Reviewed transcripts to verify students met graduation or college entrance requirements and wrote letters of recommendation.

• counseled students regarding course and program selection, class scheduling and registration and career planning.

• Assisted with building master schedule

### Special Education Teacher, 08/1999 - 06/2002

Company Name – City, State

- Served students with mild to moderate disabilities in SDC and RSP.
- Delivered effective and differentiated classroom instruction to range of neurodiverse students.

• Modified general education curriculum for special-needs students using various instructional techniques and technologies.

• Led activities that developed students' physical, emotional and social growth.

• Facilitated all aspects of IEP development, testing, and meetings.

• Classroom management strategies.

## EDUCATION

### Education Specialist Instruction Credential: Special Education (Mild/Mod), 10/2014

Azusa Pacific University - Azusa, CA

### Administrative Services Credential: School Administration, 2007

Los Angeles County Office of Education - Downey, CA

Master of Arts: Pupil Personnel Services, 2002

Azusa Pacific University - Azusa, CA

Bachelor of Science: Psychology And Social Behavior, 1997

University of California, Irvine - Irvine, CA

## CERTIFICATIONS

Autism Spectrum Disorders Added Authorization (2017)

Crosscultural, Language and Academic Development Certificate (2016)