

JESSICA CLAIRE

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

Skills

- Individualized instruction
- Smartboard operation
- Lesson plan implementation
- Time management
- Student assessments
- Problem-solving skills
- Classroom management
- Curriculum Development

Professional Summary

Knowledgeable Middle School English Language Arts teacher specializing in team leadership and strategic planning. Desiring to contribute to school and student success. Experience teaching, facilitating, coaching, and training students and adults.

Accomplishments

- Commended for exemplary teaching and service to students.
- Spearheaded extra-curricular group focused on Social Justice.
- Collaborated with team of 5 in the development of Adaptive X.
- ESL Literacy - Increased ESL students' reading levels by integrating online word games and altering lesson plans for students needing extra guidance.
- Technology Integration - Participated in technology training courses and trained colleagues in new technology concepts and practices applicable for the classroom.
- Curriculum Development - Tailored educational curriculum to students with range of learning styles, disabilities, strengths and weaknesses. Developed innovative semester lesson plans and practical application exercises for classroom.
- Curriculum Design - Designed, developed and implemented daily lessons for 160 students.

Education

Master of Science: Special Education Mild To Moderate , 04/2022

Grand Canyon University - Phoenix, AZ

Certification : Secondary Education 6-12, 01/2020

Teachers of Tomorrow - Phoenix, AZ

Master of Arts: Creative Writing, 06/2019

Southern New Hampshire University - Hooksett, NH

Bachelor of Arts: English Language And Literature, 08/2015

University of Central Florida - Orlando, FL

Associate of Arts: English, 05/2013

Valencia College - Orlando, FL

Work History

Middle School English and Language Arts Teacher, 07/2019 to Current

The Equity Project (Tep) Charter School – New York, NY

- Utilized multimedia strategies and technology to convey information in fresh and interesting ways.
- Supported student skill development in alignment with personal and academic goals.
- Worked with administrators on behavioral issues to support needs of students.
- Led interesting and diverse group activities to engage students in course material.
- Completed in-service and additional training to maintain professional growth.
- Encouraged independent thought, good judgment and expression of original ideas.
- Cultivated relationships with parents for complete support network.
- Promoted effective verbal and written communication through listening, speaking, reading and writing practice.
- Helped students develop academic, social and emotional skills for long-term success.
- Utilized group and hands-on learning experiences for proficient teacher evaluation score.
- Established positive rapport with all students and parents through home calls, emails and Parent Teacher Club.
- Integrated Smartboard and other instructional technologies into classroom.
- Instructed classes of up to 35 students on principles and strategies of English Composition

Secondary English Teacher, 08/2016 to 05/2017

Platte Canyon District – Bailey, CO

- Administered assessments and standardized tests to evaluate student progress.
- Prepared and implemented lesson plans covering required course topics.
- Kept classroom organized, clean and safe for students and visitors.
- Explored and implemented innovative use of technology in language education.

Secondary English Teacher, 02/2016 to 06/2016

Platte Canyon District – Bailey, CO

- Administered assessments and standardized tests to evaluate student progress.
- Prepared and implemented lesson plans covering required course topics.
- Kept classroom organized, clean and safe for students and visitors.
- Explored and implemented innovative use of technology in language education.
- Planned coursework to introduce students to important literature.
- Worked with administrators on behavioral issues to support needs of students.

School-Based Volunteer Coordinator , 02/2015 to 01/2016

Heart Of Florida United Way – City, STATE

- Evaluated strengths of team members and assessed vacancies to match volunteers with positions.
- Managed volunteer calendar and verified coverage of key roles during volunteer unavailability.
- Supervised and promoted volunteers into permanent roles based on staff feedback.
- Uncovered opportunities for volunteer program improvement by soliciting staff feedback and evaluating volunteer performance.
- Developed volunteer policies and procedures, codes of conduct and volunteer standards.
- Championed volunteer achievements and drove performance through incentives.
- Oversaw training and mentoring of up to 30 new team members each quarter.
- Performed skills assessments to link volunteers to roles matching individual skills and competencies.
- Recruited and trained new volunteers on volunteer program goals and objectives.