

# JESSICA CLAIRE

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📍 Montgomery Street, San Francisco, CA 94105

## SKILLS

- 5-12 Content and Pedagogy
- Elementary and middle school experience
- Administrative experience
- Inclusive Practices
- Restorative Justice
- Safety Care Certified
- Creative problem solving
- Curriculum Development and Mapping
- Educational Technology
- PBIS Coach
- Social-Emotional Learning Practices
- Excellent Leadership and Management Skills
- Excellent Written and Oral Communication Skills
- Excellent Rapport with Parents and Staff
- Excellent Conflict De-escalation Skills
- Elementary education

## EDUCATION

**American International College**  
Springfield • 05/2015

**Master of Education:** Middle & Secondary Education, Concentration in ELA

- Graduated with 4.0 GPA
- SEI Endorsement

**Ithaca College**  
Ithaca, NY • 05/2003

**Bachelor of Arts:** Writing

- Minored in Political Science

## PROFESSIONAL SUMMARY

Adaptable and driven Lead Teacher with demonstrated success in leadership and management, seeking to transition into an administrative role within the district.

## WORK HISTORY

**Agawam Public Schools - Interim Lead Teacher, Granger Elementary School**  
*City, STATE • 08/2020 - Current*

- **Administrative Duties:** scheduling; implementing and monitoring COVID response protocols within the building; supervising arrival and dismissal duty; discipline
- **Supporting Teachers:** supporting teachers with specific student behaviors, coverage, SEL support, conferences, classroom support
- **Supporting Families:** phone calls, tech support, supply pickups, SEL support, answering any and all questions about remote learning/schedules, hybrid learning/schedules, all-in learning/schedules
- **Supporting Students:** SEL support, daily check-ins with students; incentive breaks; interacting and building relationships with students
- **Student Support Teams:** IST, PBIS Tier 1, PBIS Tier 2 and 3 team, Granger School Culture Team, Redistricting Team, School Council Team
- **Discipline:** handling of discipline and discipline referrals; responding to team calls, de-escalation; student support; feedback to teachers and families regarding behaviors both in school and via Google Meet
- **PBIS Coach:** manage and run meetings, data analysis; creation of PBIS squad; manage and run the PBIS school store, implementation and management of safety patrol team; liaison between PBIS team, remote and hybrid families and staff; organize, implement and manage PBIS monthly incentives and school-wide events
- **Data Analysis:** CICO data, SWIS data, IST data (BAS, STAR etc); writing and updating of DCAP's with IST team and teachers who work with the students
- **School Culture:** Creation of school culture team, 15 Days of Wishes, school videos, staff spotlight; incorporating PreK into the school culture

**Agawam Junior High School - 7th & 8th Grade English Language Arts Teacher**  
*City, STATE • 09/2010 - 06/2020*

- Inclusion and Social Emotional/Behavioral Support Classroom Team
- Enhanced student learning by optimizing wide range of instructional approaches and innovative classroom activities.
- Set class objectives and monitored daily performance to offer equal access to education.
- Kept students on-task with proactive behavior modification and positive reinforcement strategies.
- Collaborated with other faculty members to review data and develop instructional strategies to address student learning objectives.
- Communicated frequently with parents, students and faculty to provide feedback and discuss instructional strategies.
- Developed and deepened relationships with students, family members and faculty to promote optimal student learning environments.
- Boosted student morale through positive reinforcement to motivate students.
- Coordinated education-based field trips from start to completion.
- Collected, analyzed and tracked data on student progress using Star Renaissance and Vocabulary.com to update and enhance learning plans.
- Fostered team collaboration between students through group projects for English, Science and Social Studies.
- Met with administrators and department team members to work on curriculum planning and assessment methods.

**Agawam Education Association - Website Coordinator and Building Rep**  
*City, STATE • 09/2016 - 06/2020*

- Created new website for Agawam Education Association
- Designed graphics for website layout
- Troubleshooting
- Maintained website
- Purchased domains for websites
- Eliminated website bugs to improve user experience

**Agawam Junior High School - Long Term Substitute, English Language Arts**  
*City, STATE • 10/2009 - 06/2010*

- Delivered instruction in language arts encompassing reading, grammar, composition and literature, working with teachers in other subjects to integrate skills across curriculum.
- Developed age-appropriate lesson content for literature pieces including short stories, poetry, plays and non-fiction to meet diverse learning styles.
- Developed teaching materials to supplement standard curriculum, enhancing learning concepts and promoting student engagement.
- Established positive classroom management boundaries to create safe, known environment for behavior among students.

**Atlantic Group Corporation/G8 Holdings - Sales & Import Supervisor**  
*City, STATE • 09/2005 - 01/2009*

- Planned and arranged meetings with external organizations and individuals, enabling all parties to meet and discuss project progress.
- Kept projects on schedule by managing deadlines and adjusting workflows as needed.
- Maintained project schedules by managing timelines and making proactive adjustments.
- Coordinated shipments of product from country of origin to final destination by both air and land transport.
- Developed tracking reports, which alleviated customer calls and boosted time savings.
- Confirmed accurate freight duties and bills of lading for shipments by collaborating with customs brokers.
- Coordinated scheduling and booking of monthly transportations.
- Maintained open communication with customers and overseas partners to update all parties on order and shipping changes.

## ADDITIONAL INFORMATION

**LICENSURE :** Principal/Assistant Principal, PreK-8 and 5-12, Emergency, Commonwealth of Massachusetts Teaching License English 5-8, 8-12, Professional

**ACCOMPLISHMENTS:** Excellence in Inclusive Practices Award 2019, Pioneer Valley Excellence in Teaching Award 2017, Peace Builder Award 2015

**COMMITTEES/CLUBS:** Redistricting Committee, Granger PBIS Coach, Granger School Council Secretary, IST team for Granger and AJHS, Strategic Planning Committee, Writer's Club Advisor, Beauty Day Founder and Coordinator

### REFERENCES:

**Karen Albano**, Elementary Principal at Phelps Elementary School  
XXX-530-8119

**Jessica Gendron**, Elementary Principal at Granger Elementary School  
XXX-575-6411

**Norman C. Robbins**, Principal at Agawam Junior High School  
XXX-626-2268

**Amy DiStefano**, English Teacher at Agawam Junior High School  
XXX-537-0568

**Ann Theriault**, Special Education Teacher at Agawam Junior High School  
XXX-896-3872