

JESSICA CLAIRE

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SUMMARY

Accomplished Special Education Supervisor who is an enthusiastic, self-motivated administrator and teaching professional, with strong leadership qualities and focus on achieving program goals. Expertise in working with administrative colleagues, work-based learning coordinator, BCBA, social worker, child study team members and teachers. Proven leader with an adept ability to coordinate with faculty, students and community members to produce outcomes. Knowledgeable in special education law and practices. Develops and implements curriculum and completes evaluations of teachers and classroom practices. Demonstrates commitment to collaboration, diversity and professional development.

SKILLS

- Leadership
- Troubleshooting
- Project Planning
- Organization
- Decision-making
- Collaboration

EXPERIENCE

07/2014 to Current **Supervisor of Special Education**

Wicomico County Public Schools – Salisbury, MD

- Demonstrates knowledge of innovative methodologies to instruct students with disabilities in the classroom as well as the virtual environment.
- Monitors special education teachers for compliance with teaching practices, curriculum and outcome measures.
- Supervises and evaluates educators to assess performance and offer support.
- Observes classrooms to determine staff and resource needs.
- Reviews and analyzes all annual student Individualized Education Programs prior to implementation.
- Leads tours and maintains appropriate contacts with district leaders for student placements.
- Leads and provides ongoing training and professional development opportunities to address staff needs.
- Schedules staff or speakers and coordinates facilities to plan logistics for execution.
- Participates in recruiting, hiring and training of teaching staff, nursing staff and paraprofessional staff.
- Schedules and meets with therapy departments to oversee their needs and facilitate programming for PT, OT, and Speech services.
- Regularly meets with school BCBA and Work-Based Learning Coordinator to assist with development and implementation of domain-specific programming.
- Designs and oversees mentor program in accordance with state guidelines for novice teachers.
- Works with PTO to coordinate school-sponsored events and/or obtain curricular materials for student populations.

07/2008 to 06/2014 **Special Education Teacher**

Civitas Schools – Chicago, IL

- Developed IEPs to leverage developmental practices and educational theories to achieve educational objectives; designed student goals to promote educational, physical and social development.
- Facilitated functional life skills development in students with multiple disabilities and/or autism spectrum disorders through explicit instruction and repetition to entrench skills.
- Conducted small group and individual classroom activities with students based on differentiated learning needs and IEP goals.
- Successfully transitioned students across grade levels through careful planning and preparation to the next school classroom or back to home districts.
- Enhanced lessons using Smart Board technology, computers and iPads.
- In-depth knowledge of various assistive technology and augmentative communication including but not limited to talking buttons/switches, non-dedicated and dedicated AAC devices.
- Supervised community-based instruction outings to develop social skills and community awareness as well as generalize skills.
- Collaborated with conventional education instructors across multiple schools and departments to optimize student learning.
- APA test coordinator, overseeing alternate testing requirements.

12/2006 to 06/2008 **Paraprofessional**

Harvest Preparatory Academy – San Luis, AZ

- Performed diverse tasks for teachers, including clerical support, classroom management and document coordination.
- Provided students with personalized educational, behavioral and emotional support.
- Assisted teacher in monitoring students' progress using data collection methods, and by reviewing classwork and final projects.

EDUCATION

08/2011 **Master of Arts: Teaching**

New Jersey City University - Jersey City, NJ

08/2008 **Master of Arts: Psychological Counseling**

Monmouth University - West Long Branch, NJ

- Chi Sigma Iota Member

05/2006 **Bachelor of Arts: Psychology**

Ramapo College Of New Jersey - Mahwah, NJ

- Cum laude graduate
- Minor in Women's and Gender Studies
- Psi Chi Member
- Delta Phi Epsilon Member

CERTIFICATIONS

- New Jersey Supervisor Certification
- NJ Certified Elementary School Teacher Grades K-5
- NJ Certified Teacher of Students with Disabilities