

# Jessica Claire

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## PROFESSIONAL SUMMARY

Special Education Paraprofessional knowledgeable in lesson planning and individualized learning strategies. Looking to bring further success to a school district through behavior management and student engagement. Compassionate Special Education Paraprofessional offering excellent skills in devising student strategies and monitoring classroom activities. Pursuing a similar position where a well-qualified individual with an understanding of autism spectrum disorder and learning disabilities is highly sought. Dedicated Special Education Paraprofessional with a background in assisting teachers with classroom activities. Knowledgeable in school safety, learning processes and individualized expression. Offering a successful career history comprising more than 10 years. Bilingual Special Education Paraprofessional proudly promoting 10 years working with ADHD students in elementary schools. Eager to support special needs children while working with a talented educational team.

## ACCOMPLISHMENTS

- I am mandt certified in deescalation and restraint.
- I have had years of training as a Behavior Technician
- I was the behavior couch at mt last place of employment
- Supervised team of 18 staff members.

## SKILLS

- Autism and spectrum disorders
- Instructional support
- Skills strategies
- Lesson plan implementation
- Student Supervision
- Smartboard
- Classroom management
- Verbal and written communication
- Teaching and instruction
- Social and group settings
- IEP compliance
- Behavior improvements
- Teacher Support

## WORK HISTORY

**SPECIAL EDUCATION PARAPROFESSIONAL** 07/2011 to 08/2021

### Lakeville Area Public Schools | Lakeville, MN

- Maintained positive attitude and affirmatively communicated with each student.
- Supported teacher in development of individual learning strategies.
- Collaborated with teacher to create customized classroom environment integral to students' needs.
- Documented student behaviors, interventions and outcomes to enable lead teacher to address pertinent issues.
- Delivered personalized educational, behavioral and emotional support to individual students to enable positive learning outcomes.
- Interacted physically and verbally with students throughout each day.
- Administered tests to class and graded papers.
- Mentored staff in best practices for helping special education students excel.
- Set up visual aids, equipment and classroom displays to support teacher's lesson delivery.
- Maintained inclusive learning environment to enable students to gain maximum benefit from lessons.
- Worked cooperatively with students of various culturally diverse backgrounds and learning styles.
- Helped special education teachers determine specific needs for individuals with exceptional needs.
- Assisted teachers with classroom management and document coordination to maintain positive learning environment.
- Built and maintained effective communication and relationships with students, teachers, support staff.
- Conducted small group and individual classroom activities with students based on differentiated learning needs while carrying out IEP goals.
- Maintained student-centered, supportive environment in delivering learning experiences.
- Offered student support through special accommodations, extra assistance and assessments.
- Alerted instructor to student behavior or issues requiring intervention.
- Assisted in instructional processes by communicating perceptions of student progress and needs to teacher.

**HOME HEALTH CNA** 03/2006 to 07/2011

### Celtic Health Care | Wyandotte, MI

- Checked vital signs and administered prescription medication under guidance and supervision of skilled nursing staff to facilitate basic health care services.
- Performed ambulation and exercise and completed household services to help patient maintain routine and lifestyle in familiar home environment.
- Offered transportation to and from appointments, shopping and other activities to help patient stay social, active and maintain access to essential items and services.
- Maintained patient stability by checking vital signs and weight and recording intake and outtake information.
- Cared for clients with diagnoses such as respiratory failure, diabetes, Parkinson's disease and muscular dystrophy.
- Complied with all company-specific guidelines and performed hands-on nursing care to patients under RN supervision.
- Provided care to patients throughout lifespan with consideration of aging processes, human development stages and culture.
- Facilitated personal hygiene management, feeding and ambulation.
- Created spreadsheets using Microsoft Excel for daily, weekly and monthly reporting.
- Developed and maintained courteous and effective working relationships.
- Completed paperwork, recognizing discrepancies and promptly addressing for resolution.
- Worked collaboratively, functioned as effective member and encouraged and supported fellow team members to reach common goals.
- Collaborated with physicians to design at-home medication guidelines and educated patients and families on correct medication administration.

**CNA /MED-TECH** 07/2003 to 03/2006

### Cottage Glen Care Facility | City, STATE

- Assisted with feeding and monitored intake to help patients achieve nutritional objectives.
- Evaluated patients to identify and address wounds, behavioral concerns and medically relevant symptoms.
- Offered immediate assistance in emergency and routine paging situations to evaluate needs and deliver care.
- Answered call lights and supported patient comfort and safety by adjusting bed rails and equipment.
- Delivered individualized patient care by recording vital signs, documenting observations, administering treatments and evaluating patient needs.
- Promoted good oral and personal hygiene by aiding patients with shaving, bathing and teeth brushing.
- Conferred with multidisciplinary healthcare team to help effectively manage patient conditions with regular testing and vitals assessments.
- Participated in fun group activities with patients to boost mood, improve overall memory and provide light entertainment.
- Cared for residents in assisted living facility and delivered high-quality support to meet all needs.
- Obtained client medical history, medication information, symptoms and allergies.
- Facilitated personal hygiene management, feeding and ambulation.
- Maintained patient stability by checking vital signs and weight and recording intake and outtake information.
- Maintained best-in-class standards for individualized care in 45-bed unit by continuously checking in with patients and families and quickly providing care.
- Provided care to patients throughout lifespan with consideration of aging processes, human development stages and culture.

## EDUCATION

**High School Diploma** 05/1993  
**Tooele High School, Tooele, UT**