

Jessica Claire

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Professional Summary

Special Education Paraprofessional is knowledgeable in lesson planning and individualized learning strategies. Looking to bring further success to a school district through behavior management and student engagement. Bilingual Special Education Paraprofessional proudly promoting 6 years working with ADHD students in elementary schools. Eager to support special needs children while working with a talented educational team. Special Education Paraprofessional is knowledgeable in lesson planning and individualized learning strategies. Looking to bring further success to a school district through behavior management and student engagement. Competent Special Education Paraprofessional offering a wealth of experience in small group instruction with children of diverse ages. Passionate about education with a desire to work with students across levels. Understands the importance of teaching solid study habits for testing success.

Skills

- Skills Strategies
- Educational Settings
- Teacher Assistance
- Staff Meetings
- Tutoring and Student Assistance
- Interactive Media
- Social and Group Settings
- Instructional Support

Work History

- 08/2021 to Current

Special Education Paraprofessional

Lighthouse Academies – East Chicago, IN

 - Supported teacher in development of individual learning strategies.
 - Maintained positive attitude and affirmatively communicated with each student.
 - Interacted physically and verbally with students throughout each day.
 - Collaborated with teacher to create customized classroom environment integral to students' needs.
 - Offered student support through special accommodations, extra assistance and assessments.
 - Alerted instructor to student behavior or issues requiring intervention.
 - Oversaw class of students in absence of instructor.
 - Administered tests to class and graded papers.
 - Contacted parents to discuss student progress and set up meetings.
- 08/2018 to Current

Inclusion Paraprofessional

Trudeau Memorial Center – Warwick, RI

 - Prepared instruction materials, constructed bulletin boards and set up work areas.
 - Instructed small groups of students in basic concepts such as alphabet, shapes and color recognition.
 - Kept classrooms clean, neat and properly sanitized for student health and classroom efficiency.
 - Oversaw students in classroom and common areas to monitor, enforce rules and support lead teacher.
 - Reported on student progress, behavior and social skills to parents.
 - Handed out classroom materials, like pencils, paper and crayons.
 - Delivered personalized educational, behavioral and emotional support to individual students to enable positive learning outcomes.
- 09/2015 to Current

Teacher's Assistant

Dallasisd – City, STATE

 - Kept classrooms clean, neat, and sanitized adequately for student health and classroom efficiency.
 - Handed out classroom materials, like pencils, paper, and crayons.
 - Worked with the lead teacher to monitor class schedule and take attendance.
 - Oversaw students in the classroom and common areas to monitor, enforce rules, and support the lead teacher.
 - She collaborated with teachers for lesson preparation by preparing materials and setting up equipment.
 - She supported student learning objectives through personalized and small group assistance.
 - They collated classroom materials to help teachers prepare for daily instruction and activities.
 - She assisted lead teachers with lesson plan creation and materials development.
- 05/2007 to Current

Lead Teacher/ Night Director

Kidz College – City, STATE

 - For the first 2 years I started out as a lead teacher..
 - Which includes lesson plan, curriculums, social development, bulletin boards, classroom designs, health and safety
 - Etc
 - As I advanced through the company I became night director which includes overseeing 4 other employees and making sure the school is running properly
 - Planned and implemented different daily activities to enhance the overall development and growth of every student.
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 - By CCMS billing, Food program, children attended, hours of staff, and preschool budget planning
 - Planned and implemented different daily activities to enhance the overall development and growth of every student.
 - Communicated frequently with parents about student growth and progress, recommending at-home reinforcement to support struggling students.
 - Maintained patience and level-headedness in diverse situations to support student development and personal growth.
 - Hired and directed teams to achieve daily and long-term operations and business goals.
 - Worked closely with organizational leadership and board of directors to strategically affect operational direction.
 - Managed daily operations while overseeing multiple locations to foster increased productivity.
 - Monitored office workflow and administrative processes to keep operations running smoothly.
 - Delegated assignments based on plans, project needs and knowledge of individual team members.
 - Guided student teachers and teaching aides in classroom management, leading by example and thoroughly answering questions
 - Increased student involvement in program offerings through strategic redesign of program processes and methods
 - Chose optimum curriculum for each class and devised creative daily lesson plans to meet requirements and needs of different learners

Education

- 03/2023

Bachelor of Science: Education

Ashford University - San Diego, CA

 - Dean's List Summer 2022
 -
 - Honor Roll Spring 2022
 - Relevant Coursework: Education and special education
 - 3.1 GPA
 - Extracurricular Activities: student teacher program
- 05/2019

Associate of Science: Child Development

Eastfield College - Mesquite, TX

Languages

- ASL:
- Negotiated: