

# Jessica Claire

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

## Professional Summary

Skilled Language Arts Teacher knowledgeable about building strong verbal and written communication skills in students. Familiar with curriculum selection, lesson planning and classroom management. Successful at building positive teacher-parent relationships to support student success. Desiring to contribute 22 years of experience to long-term position.

## Skills

- Google Drive
- Virtual Classrooms
- Grading and Scoring
- Web-based assessment
- Group and Individual Instruction
- Grammar Instruction
- Online or Virtual Instruction
- Parent Communication
- Instructional Materials Creation
- Literary Analysis
- Time Management
- Student Motivation and Engagement
- Classroom Management
- Learning Modalities
- Verbal and Written Communication
- Online Teaching
- Language Arts Core Curriculum
- Class Preparation
- Professional Development
- Use of Classroom Technology
- Teacher Collaboration
- Team Teaching
- Individualized Learning Plans
- Class Instruction
- Quality Education
- Learning Management Systems
- District Standards
- Positive Learning Environment
- Team Teaching and Collaboration
- Educational Strategies
- MAP Testing and Data
- Co-Teaching and Co-Planning
- Effective Written and Verbal Communication
- Apple Final Cut Pro
- Video Conferencing
- Instructional Strategies
- Remote Assistance
- Staff Meetings
- Classroom Integration
- Differentiated Instruction
- Smart Board Technology

## Work History

- 08/2007 to Current **Middle School English and Language Arts Teacher**  
**The Equity Project (Tep) Charter School** – New York, NY
- Lead a team of teachers and administrators in the problem-solving process to find innovative and alternative academic approaches for students with limited and/or exceptional abilities
  - Media Club Sponsor
  - Mentored students in the development of the only online newspaper at the middle school level in the district
  - Webmaster
  - Worked with building and district staff to update and maintain the building website
  - Coached staff on how to update and maintain personal classroom web pages within the school site
  - Volleyball Coach
  - Managed and coordinated drills for team practices
  - Created game line-ups and mentored students to be strong student athletes.
  - Prepared and implemented lesson plans covering required course topics.
  - Led interesting and diverse group activities to engage students in course material.
  - Planned dynamic lessons to increase student comprehension of books and literary concepts.
  - Administered assessments and standardized tests to evaluate student progress.
  - Prepared comprehensive English curriculum for multiple classes.
  - Worked with other teachers to support struggling students and provide thorough help to rectify comprehension issues.
  - Utilized multimedia strategies and technology to convey information in fresh and interesting ways.
  - Helped students develop important learning skills and good study habits useful in trade school or college education.
  - Cultivated relationships with parents for complete support network.
  - Worked with administrators on behavioral issues to support needs of students.
  - Explored and implemented innovative use of technology in language education.
  - Consulted with teachers in other disciplines to identify and adopt successful instructional strategies.
  - Completed in-service and additional training to maintain professional growth.
  - Built learning and citizenship skills to help with personal growth in addition to increasing academic knowledge.
  - Established appropriate deadlines and provided complete instructions for reading assignment and homework.
  - Served as languages department member and attended meetings to develop and update course curricula.
  - Promoted effective verbal and written communication through listening, speaking, reading and writing practice.
  - Evaluated academic skills of each student through verbal assessments, graded assignments and standardized tests.
  - Instructed classes of up to 32 students on principles and strategies of English Language Arts.
  - Integrated technology into classroom as instructional tool, such as Smartboard.
- 08/2002 to 05/2007 **Elementary Teacher**  
**Grand Rapids Public Schools** – Grand Rapids, MI
- 1st, 4th, 5th-grade teacher
  - Successfully developed and implemented grade-level curriculum for students across content areas
  - Prepared materials for lessons, assignments and assessments and evaluated, corrected and graded student performance to identify gaps in skills or knowledge and set realistic goals.
  - Communicated frequently with parents, students and faculty to provide feedback and discuss instructional strategies.
  - Kept students on-task with proactive behavior modification and positive reinforcement strategies.
  - Graded and evaluated student assignments, papers and course work.
  - Successfully developed and implemented grade-level curriculum for students across content areas
  - Acquired fifteen eMAC desktop computers to create a two-to-one environment for students
  - Established a network connection for the computers as well as computer sharing to allow students to collaborate with each other on technology-based assignments.
- 08/2001 to 05/2002 **Elementary Teacher**  
**Grand Rapids Public Schools** – Grand Rapids, MI
- Successfully developed and implemented grade-level curriculum for students across content areas.
  - Implemented classroom management improvements to enhance class morale and engagement.
  - Taught students subject-specific material, learning strategies and social skills.
  - Assessed student learning progress and comprehension with routine tests and standardized examinations.

## Education

- Baker University**  
9 credit hours, Technology integration applications for the educational setting
- Robotics II, Advanced Robotics**  
**Wichita State University**
- Kansas State University**  
9 credit hours ESOL instructional methods
- Idaho State University**  
48 credit hours Teaching methods through a pandemic
- 2005 **M.A. Ed: Curriculum and Instruction**  
**University of St. Mary** - Leavenworth, Kansas
- 2000 **B.S. Ed: Elementary Education K**  
**Washburn University** - Topeka, Kansas

## Certifications

Kansas Teaching License, grades K-9 Missouri Teaching License, grades 1-6