

JESSICA CLAIRE

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SUMMARY

Motivated educator with extensive knowledge of the education system, educational testing standards, and the use of federal funds. Exceptional communicator with advanced problem-solving skills and expertise in curriculum development, professional development, classroom management and relationship building.

HIGHLIGHTS

Level 5 Certification in:

- Education Leadership P-12
- Teacher Support Specialist
- ESOL Endorsement
- Middle Grades 4 - 8
- Middle Grades Math 4 - 8
- Middle Grades Language Arts 4 - 8
- Middle Grades Social Science 4 - 8

National Board Certified Teacher in Early Adolescent Mathematics

from 2004 - 2014

ACCOMPLISHMENTS

- Presenter at the Beyond School Hours Conference February 2015
- Presenter at the Youth at Risk Conference March 2015
- Presented Engaging Strategies to Wilcox County 21st CCLC August 2014
- Presented Engaging Strategies in Math to Region 1 21st CCLC March 2014
- Selected to Co-Present at Beyond School Hours Conference February 2014
- Site Facilitator STEM-E Summer Program for rising 6th Graders 2010
- Site Coordinator for 8th Grade CRCT Summer School 2009
- Co-Presenter KSU ESOL Conference 2009
- Participant in GAPSS Teams
- Data Team Trainer 2008 to 2010

EXPERIENCE

Education Research and Evaluation Specialist, 04/2012 - Current

Georgia Department Of Education – City, STATE

- Administer the 21st CCLC program in accordance with federal regulations, policies, guidance, and instruction, as well as with state and State Board of Education policy
- Monitor progress and apply monitoring standards for the assigned 21st CCLC programs
- Design and provide technical assistance to current and potential subgrantees and/or community groups in planning, implementation and effectiveness
- Assisting the state program manage in collecting, summarizing, and analyzing progress data related to implementation and effectiveness of the local programs
- Recommend changes and improvement to the local programs
- Approving local program application amendments
- Electronically prepare accurate reports, memoranda, guidelines or other documents related to areas of responsibility that communicate clearly and adequately
- Conduct thorough program investigations, as warranted, including follow-up to state audits
- Plan and organize meetings and conferences for existing and future 21st CCLC programs
- Serve on state program teams as assigned

Coordinator of Academic Support and Special Programs/Title I, 03/2011 - 03/2012

Clarke County School System – City, STATE

- Coordinator of Academic Support and Special Programs/Title I Facilitate, design, support Title I across system, schools, and programs.
- Analyze assessment data to support work of Title I special programs.
- Support the district's efforts in developing progress-monitoring protocols for all students in the district.
- Establish and maintain open communication and use effective communication skills to present information accurately and clearly to district and school leadership, and the community.
- Coordinate, support, and evaluate professional learning Perform duties with awareness of and adherence to all district requirements, policies and procedures.
- Provide assistance and support to principals, site coordinators, program evaluator, and others.
- Supervise site coordinators, staff, and others involved in PSP, SES, and ASP.
- Document program achievement/progress, including pictures, charts, folders with samples of student work, pre- and post-tests, testimonials, and flyers.

District Level Instructional Coach for Mathematics, 07/2010 - 02/2011

Douglas County School System – City, STATE

8/2009 – 7/2010 Academic Coach (Math & Science) Lindley 6th Grade Academy

- Modeled best teaching methods and strategies based on the latest research and data.
- Supervised and conducted informal evaluations of new teachers
- Acted as a resource for strategies and demonstrations for all teachers – in all disciplines
- Assisted with implementing writing strategies specific to and across curriculum areas in the classrooms
- Provided on-going professional development based on the needs of the school through data analysis and teacher's identified areas of need
- Worked with staff to identify students needing additional help
- Identified effective assessment tools and training teachers on how to use them
- Conducted ongoing observations and providing support to teachers
- Developed targeted assistance for new teachers
- Researched current academic issues, providing teachers with up-to- date research, and maintaining bibliography
- Conducted model lessons, coaching, and observing others
- Collaborated with teachers
- Established a relationship with middle schools to promote transition
- Maintained a weekly schedule/log of activities

8/2008 – 7/2009 Area 1 Lead Teacher

- Provided assistance in curriculum and instructional practices
- Provided support to teachers through visitation and demonstration teaching
- Facilitated the delivery of programs and services intended to maximize the success opportunities for all learners
- Provided assistance to schools to successfully integrate technology into the curriculum through collaboration with the Technology Integration Specialist
- Planned, conducted, implemented, and evaluated activities related to instructional support
- Assisted in School Improvement planning
- Helped schools utilize state, county, and local test data to improve instruction and student achievement
- Participated in professional growth to keep abreast of current research, best practices, and emerging technologies
- Provided link between local school staff and the Curriculum Supervisors in areas related to curriculum and instruction

8/2007 – 7/2008 Middle School Math Teacher Floyd Middle School

- Taught the following Mathematics Courses

- Deep Math 8
 - Accelerated Math 1

• Facilitated instruction using interactive discussions, hands-on activities, cooperative learning, and technology such as graphing calculators, computers, and the Promethean ActivBoard

• Co-Facilitator of the Panther Math Club

• Mentor to new teacher

• District Presenter 2/19/08 – TI-83 Graphing Calculator

EDUCATION

Post-Graduate: Curriculum Studies

Georgia Southern University - Statesboro, GA

Curriculum Studies

Add-on Certification: Educational Administration, May 2005

State University of West Georgia - Carrollton, GA

Educational Administration

M. Ed: Mathematics, May 1999

Mercer University - Atlanta, GA

Middle Grades Education with emphasis in Mathematics, Language Arts, and Social Sciences

B.B.A: Management Mathematics, English Language Arts, and Social Science, August 1988

Georgia State University - Atlanta, GA

Management Mathematics, English Language Arts, and Social Science

SKILLS

Mathematics, ESOL Certified, Classroom Management, Professional Development, Learning Strategies, Problem Solving, Curriculum Development and Instruction, Family Involvement, Critical Thinking, Engagement, Collaboration, Instructional Methods, Supervision and Management