

JESSICA CLAIRE

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PROFESSIONAL SUMMARY

Results-driven professional seeking position as an Assistant Principal with seven years of successful, in class teaching experience as an English Teacher. Expertise in building engaging lesson plans and communicating ideas to foster student comprehension, with an ability to adapt course materials to meet established standards and individual academic capabilities.

SKILLS

- Parent Communication
- Classroom Management
- Google Docs
- Progress Monitoring
- Individualized Support
- Positive Reinforcement Methods
- Student Motivation and Engagement
- Instructional Strategies
- Common Core Learning Standards
- Team Teaching
- Social and Academic Development
- Differentiated Instruction

WORK HISTORY

Secondary English Language Arts Teacher, 08/2020 - 05/2022

Catholic Schools – Oak Hill, TX

- Prepared and implemented lesson plans covering required course topics.
- Planned dynamic lessons to increase student comprehension of books and literary concepts.
- Prepared comprehensive English curriculum for multiple classes.
- Administered assessments and standardized tests to evaluate student progress.
- Worked with other teachers to support struggling students and provide thorough help to rectify comprehension issues.
- Led interesting and diverse group activities to engage students in course material.
- Utilized multimedia strategies and technology to convey information in fresh and interesting ways.

Secondary English Language Arts Teacher, 10/2017 - 06/2019

Crossroads Preparatory Academy – City, STATE

- Prepared and implemented lesson plans covering required course topics.
- Planned dynamic lessons to increase student comprehension of books and literary concepts.
- Prepared comprehensive English curriculum for multiple classes.
- Administered assessments and standardized tests to evaluate student progress.
- Planned coursework to introduce students to important literature.

Middle School English Language Arts Teacher, 05/2016 - 06/2017

Ewing Marion Kauffman School – City, STATE

- Prepared and implemented lesson plans covering required course topics.
- Promoted effective verbal and written communication through listening, speaking, reading and writing practice.
- Administered assessments and standardized tests to evaluate student progress.
- Led interesting and diverse group activities to engage students in course material.
- Helped students develop academic, social and emotional skills for long-term success.
- Cultivated relationships with parents for complete support network.
- Built learning and citizenship skills to help with personal growth in addition to increasing academic knowledge.
- Taught age-appropriate spelling techniques, grammar rules and language skills.

EDUCATION

Master of Education: Educational Leadership & Policy Analysis, 05/2020

University of Missouri - Columbia - Columbia, MO

- Certification, [DESE PK-12 Administrative Leadership]

Bachelor of Science: Secondary Education, 05/2016

University of Missouri - Columbia - Columbia, MO