

JESSICA CLAIRE

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SUMMARY

Child care professional with background as a Family Support Specialist and a Teacher looking to join a growing and service-driven organization.

HIGHLIGHTS

Detail oriented
Skilled multi-tasker
Deadline- driven

Fast Learner
Culturally sensitive
Effective communicator

EDUCATION

South West College
Los Angeles, CA • 2012 – 2014

Child Development Site Supervisor's Permit: Child Development - GPA:

University of Jos
Jos, Plateau State • 1999 – 2002

Bachelor of Arts:
English Language - GPA:

ACCOMPLISHMENTS

- Received a Certificate of Appreciation for dedication of service and outstanding performance in August 2004.
- Received a Certificate of Completion at Los Angeles Southwest College.

EXPERIENCE

Geo Group Inc. - Teacher
Gallatin, TN, • 07/2014 - Current

- Provide children ages 3 to 5 years old with a learning environment and experiences which help them develop socially, physically, and emotionally in a manner appropriate to their age and stage of development.
- Promote family engagement in the child's education and well being.
- Provide training and guidance for parent and other classroom volunteers.
- Make a minimum of two home visits with each child's family and hold a minimum of two parent conferences each year.
- Assist parents to organize and implement parent activities; encourage, facilitate, and support parental involvement in all aspects of the Head Start Program Assist with transition to kindergarten or other child care or school placement.
- Prepare and maintain accurate records, including child observation, individualization, lesson plans, attendance, lunch count, parent participation, in-kind contributions, and others as directed, using proper spelling and accurate calculations.
- Attend parent conferences, home visits, center meetings, case reviews, IEP/IFSP meetings, staff meetings, parent meetings, in-service and pre-service meetings, and other meetings as directed.
- Carry out authorized emergency and safety procedures and administer first aid.
- Comply with State of California Health and Welfare Codes including Title 22; Head Start Performance Standards; Children's Institute policies and procedures, and other applicable state and federal regulations.

Clackamas County Children's Commission Head Start, Early Head Start And Home Visitor

Boring, OR, • 09/2008 - 06/2014

- Identified, recruited and enrolled families for participation in the HS Program.
- Worked with a caseload of ten (10) to twelve (12) families by going to the family home every week for at least ninety (90) minutes per family per week.
- Consulted with families and staff in identifying a family's or child's challenges/needs; explores solutions; Worked with parents to develop weekly home visits and weekly activity plans based on each child's assessment and identified family needs; Planned, participated and implemented socializations twice a month.
- Worked with parents to establish a Family Partnership Agreement and assists them in attaining established goals.
- Fostered the view and practice in parents that they are their child's first teacher and reinforced this concept with practical suggestions, Acted as a liaison and advocate between community resources and HS families; Helped families as necessary to arrange and keep medical and dental appointments as required by HS; Performed other duties as assigned.

Inglewood Unified School District - Youth Counselor/ Family Support Specialist
City, STATE, • 05/2004 - 08/2008

- Recruit and enroll families into the program.
- Developed and maintained meaningful, productive relationships with providers and families.
- Secure informed consent for family participation in program evaluation.
- Conduct periodic home visits to assess family resources and needs.
- Refer and link children and parents to needed services.
- Maintain enrollment throughout the program year through various recruitment strategies.
- Work in collaboration with other program staff and specialists to monitor, track,

and coordinate services for children and families.

- Assist parents with understanding and implementing the Family Partnership Agreement in order to encourage and promote their overall development, including achievement of self-sufficiency, as well as positive developmental outcomes for their children.
- Collaborate with staff to facilitate children's transitions.
- Assist with outreach to families and recruitment of infants and children with disabilities into the program.
- Collaborate with Mental Health Specialist (MHS) or refer to specific resource agencies to ensure the health and nutrition needs of infants, children, and families are addressed.
- Participating with Early Education Expert to lead teams of education, family support, and other support staff (i.e., mental health, disabilities) to plan and implement targeted and intensive interventions for children displaying challenging behaviors Communicate with education and care staff regarding infant/child's progress in the classroom.
- In collaboration with the classroom teacher, implement protocols to follow up on.

Los Angeles Unified School District - Program worker

, STATE, • • 05/2002 - 08/2004

- Assist the program director in supervising and instructing youths at the program.
- Ensure that health information are up to date.
- Maintain proper control in a suitable and safe environment in assigned areas.
- Participates in staff development and trainings.
- Maintain records and document services in a timely manner.
- Enter service data into management information system.
- Participate in the local and statewide evaluation, and ensure compliance with the state policies.
- Attend family support team meetings, staff meetings, staff trainings, collaborations, and planning meetings.
- Prepare periodic progress reports (weekly, monthly as required).

SKILLS

Child care, Family servicing, conferences, first aid, instructing, lesson plans, directing, meetings, Mental Health, management information system, policies, program evaluation, progress, protocols, Maintain records, recruitment, safety, staff development, supervising, teaching and Computing.