

JESSICA CLAIRE

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Summary

A motivated, socially rounded, culturally diversified, Supervisor of children with a sound ethics and confidentiality toward people. I am capable of maintaining a friendly and professional attitude toward others. I have an excellent capacity to gather information and know what students, parents, and staff needs are through communication and observation. A strong desire to meet and exceed goals set personally and professionally. I am capable of providing resources for families through local communities.

Skills

- Flexible and adaptive
- Calm under pressure
- Organize staff
- Manage and systemize info
- Set up and run training events
- Communicate ideas and goals with others
- Problem solving for both clients and staff
- Computer skills data base & most software applications (Google, Zoom, etc...)
- Ability to listen and respond professionally
- Dependability
- Manage a smooth running office
- Work with people with special needs

Experience

Teacher , 07/2018 to 05/2021

Childhelp â€œ Phoenix, AZ,

- Built and strengthened positive relationships with students, parents and teaching staff.
- Differentiated instruction according to student skill level.
- Established and enforced rules for behavior and procedures to maintain order among students.
- Engaged students and boosted understanding of material using focused instructional strategies and hands-on activities.
- Assisted fellow teachers with assignment development, special projects, tests, administrative updates and grading.
- Scheduled and held parent-teacher conferences to keep parents up-to-date on children's academic performance.
- Created and enforced child-based, hands-on curriculum to promote student interest and receptive learning.
- Graded projects, exams and assignments to track student progression.
- Prepared and presented lesson plans in academic subjects using traditional and modern teaching techniques.
- Worked outside normal hours to be available to answer parent and student questions.
- Encouraged student critical thinking and discussion using variety of teaching techniques.
- Worked one-on-one with at-risk students on core subjects.
- Encouraged positive self-esteem and mutual respect for others while instilling joy of learning and discovery.
- Attended in-service training and professional development courses to stay on top of policy and education changes.
- Worked with parents, administrators and counselors to develop improvement plans for struggling students.
- Offered hands-on learning opportunities to develop student self-esteem and life skills.
- Maintained calm, positive classroom environment through gentle discipline and enthusiastic attitude to encourage learning and studying among student.
- Taught groups of up to 48 students and provided individual support.

Teacher , 08/2015 to 05/2017

Childhelp â€œ Knoxville, TN,

- Built and strengthened positive relationships with students, parents and teaching staff.
- Differentiated instruction according to student skill level.
- Established and enforced rules for behavior and procedures to maintain order among students.
- Assisted fellow teachers with assignment development, special projects, tests, administrative updates and grading.
- Scheduled and held parent-teacher conferences to keep parents up-to-date on children's academic performance.
- Created and enforced child-based, hands-on curriculum to promote student interest and receptive learning.
- Graded projects, exams and assignments to track student progression.
- Prepared and maintained classroom environments appropriate for student learning and physical, social and emotional development.
- Supervised students throughout day, both in classroom and outside during breaks.

- Enhanced lessons with smart board technology, iPads and computers to address common core goals.
- Worked one-on-one with at-risk students on core subjects.
- Maintained positive classroom environments by reinforcing rules for behavior and relationship-building actions.
- Maintained safe, clean and organized classroom environment.
- Established positive relationships with students, parents, fellow teachers and school administrators.
- Encouraged positive self-esteem and mutual respect for others while instilling joy of learning and discovery.
- Attended in-service training and professional development courses to stay on top of policy and education changes.
- Taught groups of up to 35 students and provided individual support.

OKDHS-CW Specialist: CPS Investigator , 03/2015 to 08/2015

OKDHS City, STATE,

- Receive allegations of child abuse and neglect from sClairewide child abuse and neglect hotline
- Investigate the safety of children in their environment
- Assess and relocate children for their safety through removal process when necessary
- Report and Staff with Supervisor, District Attorney, and Court on substantiated abuse and or neglect
- File record and report any paperwork to complete the process to ensure the safety of children
- Any other duties necessary as requested by the supervisor or district director
- Attempt to ensure a kinship, culture and community by assisting in the family home improvement with resources available

Education and Training

Master of Science: Pre-k Thru 12, 05/2017

Grand Canyon University - Phoenix, AZ,

GPA:

Bachelor of Science: Sociology And Anthropology, 05/2006

East Central University - Ada, OK

GPA:

Associate of Science: Child Development, 05/2003

Seminole S Claire College - Seminole, OK

GPA: