

# Grace Jones

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## Summary of Qualifications

- Energetic and experienced professional with 15 years-experience working with Developmentally Disabled Children and Young Adults
- Knowledgeable of special education and district policies to ensure compliance with Federal laws
- Creative problem solver with excellent organizational and communications skills
- Patient and flexible approach in supporting students and staff
- Effective as a team player and work independently

## Experience

### Teaching Assistant – Unified School District, Oakland, CA      2001 – Present

Work directly with and advocate for Severely Disabled Young Adults. Provide Life Skills within the community experience to foster confidence and independence. Assist Regular Ed and Special Ed teachers to educate students based on IEP and 504 Plans.

### Organization and Coordination

- Coordinated and collaborated with parents, teachers, administrative and workability staff and other resources (Speech, Occupational and Physical Therapists) to implement the Individual Educational Plan (IEP). Reviewed each student's goals; monitored and recorded progress.
- Implemented special education accommodations and/or modifications for each special education student; supported individualized learning programs for up to 12 students in an academic year.
- Organized and supervised a Friends Group for Middle and High School students to integrate social activities of Regular Ed with Special Ed students.

### Evaluation and Administration

- Evaluated, trained and monitored students in the Workability Program at various organizations and work sites. Provided input into student's IEP.
- Conducted task analysis at 5 employment sites including restaurants and retail. Developed step-by-step procedures which were adapted to each student's abilities.
- Evaluated students on a weekly basis on personal care, readiness and task performance to increase independence and employability.
- Modified lesson plans based on individual student needs and provided accommodations as needed for students aged 2 to 22 years with a wide range of disabilities; primary focus on Autism.

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### Supervision and Tutoring

- Supervised over 30+ high school student tutors in an after-school tutoring program. Co-facilitated a task force of teachers, student leaders and administrative staff to handle logistics and responsibilities. Managed one of the 3 classrooms.
- Facilitated enrichment programs for Developmentally Disabled students in High School level Performing Arts class, assisting them to perform in Vocal, Dramatic and Dance productions.
- Tutored regular education students with mild to moderate learning disabilities (504) on English, Math and History subjects.
- Actively supported and counseled students on personal issues. Listened carefully, brainstormed solutions and suggested additional resources.

### ***Special Accomplishments:***

- Assisted a severely autistic child (6 years old) to become a highly functioning student in the classroom. In two years, the student received the Student Success Award for outstanding improvement in academics and social skills.
- Coached a moderately autistic student (17 years old) to express his creative talents in music which increased his confidence and has led to pursuing a music teaching credential at a state university.

### Previous Experience

#### **Administrative Roles – Department of Veterans Affairs**

Martinez, CA

- In-Home Patient Care Services: Coordinated information between nurses, central office and medically frail patients to ensure patient needs were met.
- Voluntary Service Department: Processed financial donations from Veterans groups and maintained correspondence. Planned and organized annual volunteer awards dinner.
- Personnel Department: Participated in a variety of personnel functions in the relocation and reassignment of medical center staff during the closure of the Medical Center.

### Education

Bachelor of Science, Business Administration, California State University, Bakersfield

### Additional

Parent Teacher Association – Parent Volunteer Coordinator – Organized and managed school wide-events, fundraisers and room parent for 15 classrooms

# Position Analysis – Case Manager

Provides case management services to consumers and their families. Ensures the case management process; assessment and evaluation, planning, advocacy and documentation is completed.

Transferable Skills	Knowledge-based	Personal Traits
<p><b>Desired skills</b></p> <ul style="list-style-type: none"> <li>• Prioritize and organizes work efficiently to meet deadlines</li> <li>• Excellent interviewing and listening skills</li> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Oral and written communication skills</li> <li>• Facilitate the IPP/IFSP planning process</li> <li>• Advocate on behalf of consumers</li> </ul> <p><b>Coordination/Evaluation</b></p> <ul style="list-style-type: none"> <li>• Coordinate the support of services with appropriate providers including diagnosis &amp; evaluation services</li> <li>• Monitor and evaluate the services provided by the plan</li> <li>• Evaluate the need for additional resources and services</li> <li>• Maintain documentation</li> </ul>	<p><b>RCEB Policies and Procedures</b></p> <ul style="list-style-type: none"> <li>• Individual Program Plan (IPP)</li> <li>• Individual Family Service Plan (IFSP)</li> <li>• Federal regulations</li> </ul> <p><b>Knowledge / Education</b></p> <ul style="list-style-type: none"> <li>• Special Education degree</li> <li>• BA in Human Services/Masters Degree in Social Work</li> </ul> <p><b>Computer Skills:</b></p> <ul style="list-style-type: none"> <li>• Word</li> </ul>	<ul style="list-style-type: none"> <li>• Time management skills</li> <li>• Meet deadlines</li> <li>• Exercise good judgement</li> <li>• Culturally sensitive</li> <li>• Works independently</li> <li>• Detail-oriented</li> </ul>