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# Jenae A. Stephens

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**OBJECTIVE** To direct an agency for adults with different abilities and empower and assist my clients to achieve their goals.

**EDUCATION** *The University of Akron* Akron, Ohio *Kent State University* Kent, Ohio  
Bachelor of Science in Education Masters of Educational Administration K-12  
Moderate/Intensive Principal Licensure: In progress  
Minor in Child Development

## **WORK EXPERIENCE**

### **Crenshaw Middle School Principal Internship 2016- Present**

- Provide leadership in organizing, supervising, and evaluating the effective delivery of research-based special education services.
- Advocate for services that provide each student with the opportunity to make meaningful educational progress and to achieve an optimum level of cognitive, academic, communication and behavioral skills needed for school achievement.
- Establish a positive learning environment throughout the district and adhere to the professional educator code of ethics.
- Ensure all programs and activities conform to Federal, State, and District regulations and/or guidelines.

### **Crenshaw Middle School, Canton, Ohio, 2015-Present**

- 6-8th grade Multiple Disabilities Classroom
- Create and Implement Lesson Plans
- Collaborate and Manage assistants and follow alongs in the classroom
- Collaborate with families and community
- Fundraising

### **Assistant Dream Center Director, Canton OH 2007-Present**

- Responsible for scheduling activities
- Coordinates Activities
- Budgeting
- Fundraising
- Working with outside organizations

### **Club Z! In- Home Tutoring Independent contractor 2015- Present**

- Tutor students with different abilities in all grade levels
- Tutor students on John Peterson and Autism Scholarship
- Collaborate with families

- Provide guidance and support to tutors who struggle with modifications and accommodations

**In- Home Tutoring Solutions Independent Contractor 2013-2014**

- Tutor students with different abilities in all grade levels
- Tutor students with behavior needs and assist in implementing behavior plans
- Tutor students on John Peterson and Autism Scholarship
- Collaborate with families
- Provide guidance and support to tutors who struggle with modifications and accommodations

***The Leap Program, Kent , Ohio, 2011-2015***

- 9-11th grade students who were emotionally disturbed (All subjects taught)
- Implement behavior intervention plans
- Create and Implement Lesson Plans
- Collaborate and Manage assistants and follow alongs in the classroom
- Collaborate with families and community

**Oak Park Preschool, Massillon, Ohio, 2011-2013**

- 1st -6th grade teacher ( Planned all lessons and implemented literacy program)
- Responsible for creating lesson Plans
- Responsible for setting up classroom
- Responsible for classroom management
- Responsible for following all step up to quality qualifications.
- Responsible for meeting the needs of children with disabilities.

**Little Learners Day Care, Canton, Ohio, 2010-2011**

- 1st- 6th grade assistant (assisted in implementing lesson)
- Responsible for children in 3 and 4 years old and 1st thru 7th grade
- Construct and present lesson plans
- Responsible for overseeing the classroom.

**Hope Academy, Canton, Ohio, 2008-2011**

- 1st-6th grade tutor
- Work with students on Individualized Education Plans (IEP's on goals)
- Assist classroom teachers

**COMMITTEES:** Building Leadership Team Present  
I-ready Diagnostic Team Present

**CERTIFICATE:** HQT Qualified in all academic content area  
Red Cross Sports Training, First Aid, CPR, AED Training

Concussion Training  
Crisis Prevention (Non-Violent Crisis Intervention) 2015-present  
Handle with Care Crisis and Behavior Intervention Training 2013-2015  
Junior Achievement (2012)

**Additional  
Experience:**

**AAU Basketball Coach (2007- Present)**

- Setup activities for players.
- Scheduled and handled issues with parents.
- Director of youth basketball league.
- Coordinate and run youth camp.
- Schedule and design daily schedule.

**Trinity Gospel Temple Children's Ministry Teacher**

- 1st- 6th grade students.
- Plan and implement biblical lessons
- Collaborate with families
- Direct Kids Camp
- Fundraising

**Trinity Gospel Temple Sunday School Teacher**

- 3rd - 5th grade students. Plan and teach biblical lessons
- Plan and implement biblical lessons
- Collaborate with families
- Direct Kids Camp
- Fundraising