

## **Jessica H. Shepard**

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### **Professional Summary**

Dedicated and detail-oriented Academy Assistant with a background in special education, administrative support, and classroom management. Proven ability to manage multiple tasks, streamline operations, and support educational staff with training, lesson planning, and data management. Experienced in using tools like Excel, SharePoint, and MyEvolv to improve efficiency and effectiveness within the academy environment. Adept at handling sensitive tasks, including attendance management, IEP documentation, and student progress reporting, with a collaborative and supportive approach.

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### **Professional Experience**

#### **Academy Assistant**

#### **The Summit Center – Getzville, NY**

*January 2023 – Present*

- Write educational progress reports for students and input IEPs into Frontline.
- Provide training to new or substitute teachers on report writing and IEP data entry.
- Assist teachers with lesson plans and classroom management.
- Support Educational Coordinators and Unit Directors with staff training and onboarding new teachers.
- Create the Academy Staff monthly newsletter and maintain a Staff Shoutout bulletin board.
- Manage staff assignments and the student attendance call-in line daily.
- Perform Attendance Officer duties, including generating reports, tracking late arrivals and early dismissals, and coordinating with various departments such as education, finance, IT, administrative services, and the health office.
- Develop and maintain Excel spreadsheets for student planning meetings and CSE/CPSE meetings.
- Collaborate with IT to implement improved attendance procedures and security measures for student safety.
- Prepare and enter purchase requests using Sage Intacct.
- Assist the Superintendent, Principals, and Assistant Principals with notetaking, data collection and various projects.

#### **Teacher Substitute, School Age**

#### **The Summit Center – Getzville, NY**

*October 2020 – January 2023*

- Supervising teaching assistants and classroom aids and managing timecards using UltiPro.
- Led and maintained individualized SummitUp lessons in a self-contained 6:1:3 classroom.
- Wrote educational progress reports and tracked IEP goals for students.
- Entered IEPs into Frontline.
- Worked closely with educational coordinators to update lesson plans, classroom schedules, and behavior management strategies.
- Coordinated and conducted CSE meetings across multiple school districts.
- Implemented and managed classroom teaching programs, including “Letter of the Week” for additional AAC device learning, spontaneous learning opportunities, and contextual teaching moments.
- Led group instruction and provided individualized support for students using ABA techniques.
- Implement and consistently support Individual Behavior Plans

**Teaching Assistant, School Age**  
**The Summit Center – Getzville, NY**  
*July 2019 – October 2020*

- Assistant to the lead teacher.
- Trained new classroom staff and managed daily lesson plans.
- Created lesson plan materials and visual aids.
- Led the classroom in the absence of the lead teacher and coordinated communication with parents.
- Created daily staff-to-student schedules and collaborated with other classrooms as needed.

**Classroom Aide, School Age**  
**The Summit Center – Getzville, NY**  
*May 2018 – July 2019*

- Assisted in preparing classroom materials and reinforcing individualized lesson plans.
- Supported students with personal care needs and taught life skills such as dressing, hygiene, and appropriate behavior.
- Collaborated with the classroom team, behavior specialists, and educational coordinators.

**Recruiting/Admin Assistant**  
**National Income Life – Williamsville, NY**  
*November 2017 – May 2018*

- Provided administrative support for the recruiting team, handling data entry and candidate communication.

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**Other Experience**

**Server** – Denny's (Geneseo/Lockport, NY; March 2014 - August 2017)

**Server** – Peppermint's Family Diner (Avon, NY; September 2015 – May 2016)

**Shift Leader** – Dunkin' Donuts (Geneseo, NY; September 2011 – September 2012)

**Student Assistant** – Kenan Center House and Art Gallery (Lockport, NY; Summer 2005 – Fall 2009)

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## **Education**

**High School Regents Diploma** – Lockport, NY (2009)

**Teaching Assistant Certification** – Valid through 2024

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## **Certifications & Skills**

- SCIP-R and Ukeru Trained
- HIPAA/FERPA Compliance
- Applied Behavior Analysis (ABA)
- Special Education Lesson Planning using SummitUp Curriculum
- Classroom Management
- Microsoft Excel, SharePoint, MyEvolv, Frontline, Sage Intacct, PowerPoint, Outlook
- Team Collaboration & Leadership
- Strong Communication Skills
- Parent and Caregiver Engagement