

Jennifer Harvey



Seeking a Science Teaching position that will utilize my experience as a Middle School Substitute Teacher supporting STEM and SPED classes.
Authorized to work in the US for any employer

Work Experience

Educational Assistant - Substitute Teacher

Fort Bend Independent School District - Sugar Land, TX
April 2020 to Present

- Support Lake Olympia Middle School Teachers in their absence by providing classroom instruction both virtually and face-to-face
- Reinforce learning concepts and identify individual learning styles
- Prepare and administer lessons, formative assessments, and record grades
- Deliver direct services to ESL and SPED Students
- Provide classroom management and redirect challenging behaviors

Special Education Paraprofessional

Fort Bend Independent School District - Sugar Land, TX
September 2016 to April 2020

- * Provide instructional support for Severe Special Education Students.
- * Apply communication strategies with nonverbal students and assist with Individual Educational Plans.
- * Assists with record-keeping, preparation, testing, and development of instructional material.
- * Provide classroom management, de-escalation techniques.
- * Teach basic life and social skills

CPS Specialist II - Caseworker

Texas Department of Family and Protective Services - Houston, TX
March 2015 to January 2016

- * Case Management, data collection and processing, interviewing clients in various challenging settings
- Initiates appropriate legal action and/or testify in court to achieve protection or permanent placement plans for children.
- Documents case records by completing forms, narratives, and reports to form a written record for each client.
- Develops and maintains effective working relationships between Child Protective Services staff and law enforcement officials, judicial officials, community representatives, service providers, and relatives to promote family reunification

Office Manager for Engineering Services

Ranger Support Services, Inc - Stafford, TX
October 2007 to October 2013

- * Independent Contractor (part-time) that handles \$200K Proposals and Projects with NASA-Johnson Space Center along with other engineering companies
- * Assist Application Engineer with Project Management
- * Responsible for invoices, accounts receivable, accounts payable, and payroll along with providing administrative and clerical services.

Conceptual Physics Teacher

Alief Independent School District - Alief, TX
August 2009 to June 2010

- * Create and implement lesson plans that engage and expose high school students to the fundamentals of physics and chemistry along with devising exciting yet practical laboratory experiments.
- * Tutor and mentor at-risk 9th graders with special needs

Faith Based Recruiter/ Trainer

Texas Department of Family & Protective Services - Angleton, TX
June 2008 to July 2009

- * Recruited and trained prospective foster/ adoptive parents
- * Served as a liaison to Social Services agencies, law enforcement agencies, attorneys, and the local school districts regarding child abuse and neglect cases

C. P. S. Investigator II

Texas Department of Family & Protective Services - Houston, TX
December 2006 to May 2007

- * Served as a liaison to Social Services agencies, law enforcement agencies, attorneys, and the local school districts regarding child abuse and neglect cases
- * As a Child Protective Services Representative Conducted Interviews and investigations including but not limited to criminal, medical, and psychological histories and reports; created safety action plans along with risk management.

Assist. Security Supervisor

Eagle's Trace -- Erikson Retirement Communities - Houston, TX
September 2005 to December 2006

- * Facilitated Security, Safety Training, and Emergency Services to over 100 residents, visitors, and employees daily.
- * Responsible for training, scheduling, and evaluating up to 15 Campus Security Officers, Emergency Medical Technicians, and Communication Specialists while minimizing the effects of emergencies on campus.
- * Assured the daily completion of Incident Reports regarding medical responses, theft of property, accidents, fires, serious mechanical malfunctions, and emergency responses by Security Officers and Emergency Medical Technicians.

Hospital Chaplain

Parkland Health & Hospital Systems - Dallas, TX
May 2002 to August 2003

- * Developed and facilitated personal growth and empowerment seminars for the Surgical Specialties Support Staff
- * Provided pastoral care, counseling, advocacy, and spiritual guidance to over 125 patients, family and staff members weekly.

Resident Manager

Town Village North - Dallas, TX

February 2001 to August 2002

- * Responsible for weekend and night managerial coverage of the retirement facility and acted as a liaison between the director and over 100 tenants
- * Lived on property and provided continuous life safety, constant emotional support, guidance, and advocacy to the seniors and staff.
- * Responded to medical and fire emergencies on campus and contacted the appropriate services

Fire Fighter/ Emergency Medical Technician

City of Houston Fire Department - Houston, TX

August 1994 to December 2000

- * Responsible for continuing education training and development seminars for females in the fire service as a Founding Member/ Trustee of HFD's Women Fire Fighter Association.
- * Provided emergency medical technician services, fire suppression, life safety, and rescue operations.

Education

Master of Church Ministries in Religious Education

Southern Methodist University-Perkins School of Theology - Dallas, TX

2004

Certificate in Fire Science Technology

Houston Community College - Houston, TX

1995

B.S. in Biology and Chemistry

Prairie View A&M University - Prairie View, TX

1991

Skills

- Hazardous Material Training, Texas Commission on Fire Protection Certificate 1995 & 2007, Leadership Training, Critical Incident Stress Management Facilitator, Pastoral Counselor, Microsoft Office (3 years)
- Office Manager, Administrative Assistant, Executive Assistant (3 years)
- Teaching (3 years)
- Organizational Skills (10+ years)
- CPR (6 years)
- Marketing (7 years)
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- Organizational Skills (10+ years)
- Time Management (10+ years)
- Child Protective Services

- Special Needs
- Special Education
- EMT Experience
- Classroom Management
- Laboratory Experience
- Case Management
- Tutoring
- Research
- Microsoft Office
- Excel
- Powerpoint
- Outlook
- Word (10+ years)

Certifications and Licenses

Teaching Certification

Applied July 2021 I have successfully completed the alternative certification program through ACT- Houston, taught High School Science 1 year with a Probationary Certification, and passed both the PPR and Science 4-8 Exams.