

Jamelia Moore

Math Coach, Assessment Lead & PBIS Coach

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Professional summary

Dedicated and student-focused educator with more than a decade of experience in classroom instruction, instructional coaching, and positive-behavior leadership. Currently serving as Math Instructional Support Teacher and PBIS Coach at Northcutt Elementary, leading teachers in data-driven practices that elevate student achievement and instructional quality. Brings prior clerical and payroll experience, adding strong organizational, data management, and administrative skills to instructional leadership. Proven expertise in facilitating collaborative planning, modeling effective instructional strategies, and building teacher capacity. Passionate about cultivating equitable, engaging learning environments that help all students thrive academically and behaviorally.

Authorized to work in the US for any employer

Work experience

Math Instructional Support Teacher & PBIS Coach

Clayton County Schools – College Park, GA | College Park, GA

August 2019 to Present

- Facilitate collaborative planning sessions and data-talk meetings to strengthen teacher planning and instructional decisions.
- Review and provide actionable feedback on lesson plans to ensure rigor, alignment, and engagement.
- Coach teachers using CRA, 3-Read Protocol, CER, and RACE frameworks to deepen mathematical and literacy reasoning.
- Support K-5 educators through individualized coaching cycles focused on student growth and instructional quality.
- Lead the school's PBIS framework, coordinate Tier 1 & 2 supports, manage the Eagle Bucks incentive system, and plan student recognition events.
- Partner with administrators to monitor instructional fidelity, evaluate student data, and implement school-wide improvement initiatives.
- Plan and facilitate professional learning sessions that promote teacher growth and instructional consistency.

Elementary Teacher (3rd Grade)

Onslow County Public Schools | Jacksonville, NC

August 2017 to Present

Teacher

ONSLow COUNTY SCHOOLS | Jacksonville, NC

August 2017 to November 2018

- Delivered engaging instruction aligned to North Carolina Standards with measurable student growth.
- Collaborated with grade-level peers on cross-curricular planning and PBIS initiatives.

Elementary Teacher (2nd Grade)

United States Department | Okinawa, JP

January 2015 to June 2016

January 2015 - June 2016

- Plan, develop and organize long-ranged lesson plans and daily class work to ensure in-depth learning meets the Common Core course/curriculum content standards
- Modifies teaching methods or materials to ensure that all students are accommodated and educated to his/her maximum potential
- Maintains a record of student progress through using formative and summative assessment results that inform practice.
- Supports, counsels and motivates students to meet or exceed grade-level standards
- Adheres to safety and security procedures

- Participates in professional development opportunities and applies the concepts to classroom and school activities
- Manage student behavior in the classroom by establishing and enforcing rules and procedures
- Respects the privacy and sensitivities of students and parents by controlling and restricting personal information
- Participate in extracurricular activities such as social activities, sporting activities, clubs and student organizations
- Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs
- Keep updated with developments in subject area, teaching resources and methods and make relevant changes to instructional plans and activities

Substitute Teacher (K-6)

United States Department | Okinawa, JP

December 2013 to December 2015

Present instruction in accordance with an established lesson plan and curriculum to students in a classroom environment

- Monitors work, corrects papers, and supervises curriculum-based testing and makeup work as assigned by the teacher
- Assists the teacher in devising special strategies for reinforcing learning materials and skills based on a sympathetic understanding of individual students, their needs, interests, and abilities
- Works with individual students or small groups of students to reinforce learning of materials or skills initially introduced and outlined by the teacher
- Use data to drive instruction
- Carries out a program of study prescribed in the lesson plans left by the classroom teacher
- Creates a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students.
- Guides the learning process toward the achievement of curriculum goals and objectives as indicated in the lesson plans for the lessons, units, or projects assigned
- Demonstrates ethical behavior and confidentiality of information about students in school environment and community
- Takes attendance in accordance with school procedures
- Serve on the Strategic Planning/Learning Team

School Clerk/Registrar

Atlanta Public Schools | Atlanta, GA

January 2002 to August 2013

Compiles and calculates student data as needed

- Created reports that were mandated by the Board of Education Office
- Filed, processed forms and documents according to established procedures and legal requirements
- Assist parents, students, and teachers with all registration/withdrawal issues
- Schedules appointments, conferences and meetings for students and staff as needed
- Updated and maintained accurate data on students and parents
- Maintains financial records relating to the receipt and disbursement of funds
- Worked with other office staff to maintain a smooth and efficient operation of the school office
- Assisted administrative secretary with financial transactions
- Input faculty and staff attendance
- Input Student Data
- Prepared reports and correspondence relating to personnel transactions
- Distributed mail and correspondences to the proper recipients
- Assisted parents, students, and teachers; scheduled appointments and concerns as needed
- Responded to questions and provided information related to school policies and functions
- Assumed additional duties and responsibilities as requested by the principal

Education

Elementary Education K-8 (Masters)

Grand Canyon University | Morrow, GA

2008 to 2010

Integrative Studies (University)

Clayton State University | Morrow, GA

August 2006 to May 2008

Education (Associate of Science in Education)

Atlanta Metropolitan College | Atlanta, GA

2003 to 2006

Master's degree

High school diploma or GED

Master of Education

Skills

Student advising

Online instruction

Tutorial sessions

Computer operation

E-learning (training delivery method)

Teaching social sciences

Teaching science

Payroll processing

Accounting and finance experience

Higher education teaching - Higher education teaching experience (Less than 1 year)

Canvas LMS software

Communication platforms

Microsoft Word

Action research

Education administration

Student assessment

Online institution experience

Student mentoring

Curriculum design

Instructional design

Zoom

Survey research

Canvas

Experimental research

Teaching math

Lesson planning

Presentation software

Learning technology

Productivity software

Professional development support

Computer literacy

Academic community engagement

Workshop facilitation

Classroom management

Assessment design (curriculum development)

Interview research

Research data analysis

Academic research

Certifications and licenses

Real Estate License

Additional information

Skills

- Able to create a stimulating, cooperative and effective learning environment by utilizing differentiated instruction (Common Core)
- Great organizational and planning skills, detailed-oriented and dependable
- Effective leadership capabilities, ability to develop, direct, and coordinate methods to help students with educational, emotional, and vocational needs
- Proven communication abilities, both oral & written
- Self-motivated; able to set effective priorities to achieve immediate and long-term goals in relation to school data
- Functions well, independently and as a team member
- Developed interpersonal skills, having dealt with a diversity of students, professionals and employers.