

CLARA BURKS-JONES, J.D.

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PROFESSIONAL SUMMARY OF QUALIFICATIONS:

Twenty-three years as an educator: Teacher, Special Magnet Program Coordinator, Administrator, Adult Education Coordinator, Counselor, Coach, Human Resources Manager, Diversity Trainer, Athletic Director, Department Chairperson, Multi-cultural State Representative Trainer, and Tutoring Elementary Students.

Five years as a Legal Advocate for Teens: Director of Summer Youth Programs for Incarcerated Youth, Youth and Adult Counseling, responsible for the implementation of school and community programs for teens that were wards of the courts.

I have also worked as a part-time adjunct law and business professor, developed and implemented after-school programs for elementary school aged students, developed and implemented parenting programs and volunteer tutoring in Dekalb Shelters for teens.

Worked and developed programs for Los Angeles, Unified School District Park and Recreations Department.

PROFESSIONAL EXPERIENCES:

<i>2016 – Current</i>	<i>Legal Consultant – The Hatchett Firm</i>
<i>2014</i>	<i>Retired/Volunteerism</i>
<i>1998-2014</i>	<i>Gwinnett County Schools</i>
<i>Child Advocate</i>	
<i>High School Professional Counselor</i>	
<i>Family Dispute Mediator</i>	

EDUCATION:

<i>Post Degree Studies</i>	<i>Georgia State University</i>
<i>Juris Doctorate</i>	<i>The People College Law School</i>
<i>Master of Science</i>	<i>University of California, Dominguez Hills</i>
<i>Bachelor of Art</i>	<i>Wayne State University</i>
	<i>Tennessee State University</i>

HONORS AND AWARDS:

Outstanding Young Woman of America
Outstanding Performance Education 100 Black Women
Dream Team II Award
Who's Who in American Colleges & Universities?
Alpha Kappa Alpha Sorority, Inc. "Citizen of the Year"
NBCA Hall of Fame Citation for Volunteerism
Award of Excellence- NEA
CEO Fellowship Award
GEA Award
100 Black Men of America National Volunteerism Award

COMMUNITY INVOLVEMENT [CURRENT & PAST]:

- *Board Member, Dekalb County Parks & Recreation*
- *Member, GEA*
- *Member, ASCA*
- *Member, NEA*
- *Dekalb NAACP*
- *Life Member, Alpha Kappa Alpha, Sorority, Inc.*
- *Decatur-Dekalb Chapter of 100 Black Women*
- *Green Forest Community Baptist Church*
- *Board of Directors, One Church One Child Program*
- *Board of Directors, Metro Junior Golf*
- *Member, National Black College Alumni Hall of Fame Inc.*
- *Member, Atlanta Sickle Cell Foundation*
- *Alumnus, Tennessee State University*
- *Alumnus, Wayne State University*
- *Alumnus, West Los Angeles, Law School*
- *Alumnus, University of California, Domingues, Hills*