

April 10th, 2017

Executive Director – Personnel Services
Cajon Valley Union School District
750 E. Main Street
El Cajon, CA 92020

Dear Director,

It is with great interest that I submit my resume for an administrative position in your district. My experience as an Assistant Principal, Curriculum Facilitator, and Teacher have helped to prepare me for the responsibilities and duties necessary.

Currently, I am working as an Assistant Principal/Athletic Director in a small comprehensive high school in suburban Vancouver, WA. I am responsible for the oversight and implementation of multiple academic programs, including the implementation and evaluation of our standards-based educational school model. My curriculum duties also include observing classroom instruction, analyzing program data, and creating school-wide continuous improvement plans. I currently oversee all student activities, educational and athletic, and manage the ASB and extra-curricular accounts. I am also accountable for the oversight and evaluation of half of the certificated employees. I am the liaison for various stakeholder groups including athletic and music boosters.

My goal-oriented yet flexible personality helps lead educators to conclusions that are in the best interest of their students. I believe that success is built through continuous improvement and refinements based on all available data. Therefore, the processes I use include dissemination of data and specific, targeted goal setting to raise student achievement. I understand that teachers and administrators are only a portion of the equation, and that in order to truly raise student achievement, all stakeholders need to be fully invested. I have experience in involving stakeholder groups in the discussions necessary for maximizing student achievement.

Please find my attached resume. I can be reached by phone at (360) 566-5007 or e-mail at johns.jaydee@gmail.com. I look forward to hearing from you to further discuss how my skills and experience can help meet the needs of your district.

Sincerely,

Joshua Johnson