

Emily Sternberg

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Dear Director of Human Resources and Superintendent of Schools,

I am eager to express interest in the open elementary principal position at _____ Schools. Eighteen years of classroom experience, proven successes in professional leadership, and effective collaboration with teachers and school personnel facing today's educational challenges support my strong candidacy for your open leadership position. I am confident my leadership strengths and professional skills will greatly contribute to the success goals for students and staff of _____ School District.

Key leadership accomplishments in my repertoire include: achieving greater teacher collaboration and team work, increased staff engagement, improved professional development, and increased connection with the larger community. For nine years, I've been part of the leadership, development and implementation of Professional Learning Communities (PLC's) at St. Charles Elementary school. During my time as building PLC leader, the collaborative work of PLC's has greatly improved instruction, and teams have created action and work plans that produced exciting growth for our students. In addition to the continuous improvement strategies through PLC's, I was part of the team that developed Multi-Tiered Systems of Support (MTSS) and Response to Intervention (RTI) structures. The MTSS and RTI committees work to formulate data-supported processes and procedures to best provide academic and behavioral supports for students. Collecting, analyzing, and clearly communicating information to all stakeholders has been vital to the success of the new programming, procedures, and systems.

I believe that relationships are the foundation of a high-quality learning environment, and as a leader I excel in building trusting, authentic connections with others. One of my research projects for an educational leadership class surveyed our elementary staff to gain insight into the work climate and culture of the school. The results highlighted key opportunities for improvement in the following areas: shared leadership, voice and choice in professional development, and validation of staff and student achievement. With this information, I worked with the administration during my principal internship to effectively improve the workplace environment. I asked teachers about their professional needs and developed a PD plan for the 2017-18 school year. In collaboration with the building principal, we formed committees of dedicated teachers to share leadership opportunities and improve the overall school culture. Through these intentional steps, teachers have a renewed sense of worth, share ideas more freely, and have increased participation and engagement in school initiatives.

School leadership must cultivate and maintain a strong school-community link through effective communication and inclusive involvement. This school year, I leveraged increased community engagement and participation through spearheading efforts to bring a resident artist to K-6. I obtained funding for the initiative through local and area organization grants and learned that the school-community link can be a powerful source of support for unique educational opportunities. Businesses, parents, community organizations, and the school board, are eager to support well-developed, clearly communicated ideas that will provide exceptional opportunities for students.

I will complete all requirements for the MN K-12 Principal License through Winona State University this Spring. I can't think of a better place to begin an exciting career in educational leadership than _____. I very much look forward to an opportunity to further discuss my leadership strengths and aptitudes. Thank you for considering my application for elementary principal. I would be absolutely thrilled to bring my passion for high quality teaching and continuous learning to the district.

Sincerely,

Emily Sternberg