

**SARA MARTINSON**

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**February, 2020**

Selection Committee

**Dear Selection Committee:**

I am writing to express my interest in the position of Assistant Principal or Dean of students. I have worked at Minnetonka High School since 2005 and earned my PK-12 Administration Post baccalaureate Certificate from the University of Minnesota in October, 2015. I have spent three of the past six years working closely with nearly 200 teachers and counselors as a Teacher on Special Assignment for Instructional Technology; the past seven years leading our 28-member English department as co-chair; and the past fifteen years teaching English to high school students of all ages and abilities.

Success as an administrator requires an individual who can work well with others: students, teachers, parents, and administrators. As a department chair, I am proud of leading a highly functional department and working with colleagues to create the best possible experience for students. I have maintained positive and productive relationships with parents, colleagues, and students throughout my tenure, even when times are stressful.

My experience as a Teacher on Special Assignment has been incredibly valuable to my growth as both a teacher and leader. I collaborated with my fellow TOSAs to critically examine current practice in the building and work toward constant improvement. This position allowed me to be in classrooms, work with new and experienced teachers, and gain a better understanding of what great teaching and learning look like. I found ways to draw on colleagues' strengths while encouraging them to challenge themselves professionally. I established strong professional relationships with staff in the building and throughout the district - relationships that have proven vital when implementing change.

My experiences as department chair and teacher on special assignment have provided me with the skills to work well with a variety of adults, but working with students remains one of the things I value most as an educator. As a teacher, I have had the opportunity to work with all types of students, from high achievers to those struggling personally and/or academically. In my classroom I strive to provide a safe space, cultivate meaningful relationships, and challenge students to embrace mistakes as part of learning.

In addition to my own professional growth, my experiences at Minnetonka have prepared me well for a position in administration. Having served as teacher, colleague, department chair, and technology coach, I have been challenged to look at situations from multiple viewpoints and to consider the myriad complexities unique to education and a large school. In addition, my organizational skills, my ability to manage diverse responsibilities and make difficult decisions, and my willingness to constantly learn and grow are all attributes well-suited to the role of a high school principal.

I have loved my time as a teacher; however, I am ready for the next phase of my career in education. I have the perspective and the skills to be an asset to an administrative team and high school; please consider me as a strong candidate.

Sincerely,

**Sara Martinson**  
**English Teacher and Department Co-Chair**  
**Minnetonka High School**