

Twenty-first century educational leader for a diverse and global society

To Whom It May Concern:

This is a letter of interest for the position currently available in your school district. Attached is my application and resume. As can be seen, I have been committed in service, to students and school improvement, in various capacities as; Superintendent, assessor, accreditation team member, vice principal, counselor, in school suspension, coordinator, and science teacher.

A vital role and responsibility of an educational leader is the ability to communicate respectfully and effectively with people regardless of cultural differences, ethnic diversity or other barriers. Because of my continuous and progressive efforts to obtain additional certifications and advance degrees my communication skills as well as my knowledge about education are continuously evolving to meet the challenges of an effective 21st century school leader.

My graduate degrees in educational leadership, school guidance counseling, instructional supervision, and graduate coursework in the administration of exceptional programs, passing scores in interrelated special education have provided me with essential knowledge of various techniques and strategies to assist school communities achieve success. Let us work together with your school community in the direction of productive citizenship and success beyond excellence for students.

Sincerely,

Dr. Charleen A. V. Burke Thompson

## Resume:

- Formal education and experience in leading change, leading people, building coalitions, planning for result, and overall fiscal management
- Futuristic, visionary, hand on, decisive, risk taker influenced by research, confident and passionate leader of school communities ranging from nursery through secondary education
- Expertise in strategic planning recruitment, instruction, curriculum, counseling, budgeting, school accreditation and keeping abreast with current trends and policies that impact students
- Committed to collaboration and building community relationships.
- Consciously act with integrity and ethics in all matters.

School Superintendent September 2009 until present

### Leading change

- Provide training, reorganization, evaluation and appraisal for school administrators and administrative staff that supported intrinsic motivated plans for improvement based on humanistic philosophy. Thereby increase productivity, staff moral and professional reflection.
- Launched new curriculum to provide opportunities for high school students to engage the STEM USA initiative
- Amended Early Childhood Education program to include extended day, more time on task in language art, physical and art education
- Rejuvenated a functional ESOL and student support program
- Reformed and planned a comprehensible middle school schedule aligned with curriculum
- Instituted high school curricula to meet challenges of the 21 century learning goals
- Started Parent Organization, student clubs, National Honor Society, Key Club and four new extra curricula activities for school committee involvement

## Leading people

- Manage the day to day operations of ECE, Elementary, Middle and High School to and maximum resources
- Created public relations and recruitment programs for school administrators and educators (within USA and international)
- Provided Leadership opportunities for veteran Early Childhood Education teachers to assume administrative roles, guidance and ownership of their school
- Design leadership workshop to train novice administration and mentoring program for new teacher and wrote orientation booklet
- Composed and designing Professional Development Program that provided training in technology, ESL, differentiated instruction and other areas based on needs assessment and accreditation agencies recommendation
- Started the use of Web seminars for professional development to assist in professional and personal growth

## Result driven

- Spear headed facility renovation 1.5 million project to maintain accreditation status
- Moved non renewal status of accreditation to probationary and anticipation of full accreditation by CIS and MSA by establishing small coalitions of staff members to break down components and establish plans and critical path to address special issues and remedy deficiencies on time.
- Wrote the first systemic 5 year strategic plan
- Instigated the writing of mission, philosophy and vision for accreditation
- Worked with the information technologist to established unmatched 21st technology, e-mail, internet, computers, smart boards, smart projectors and provided training for staff members

## Building coalition

- Worked in collaboration with IT and assembled a team and created a new website.
- Received support and funding from the school board to implement an internet program to enable school community to effectively communicate with the school
- Used the expertise of the staff members to develop professional development workshops for the staff and provided for leadership training and avenues for staff members to take part and ownership in school improvement.
- Worked effectively and closely with the school board to provide financial support, plans and implementation for continues improvement
- Involved in community activities and guest speaker at The AWARE Center in Kuwait

## Business acumen

- Reduced capital and operation expenses by 75% increase using of current resources
- Re allocated human resource to support mission and philosophy
- Interpret school policies monitor compliance with educational regulation from the Ministry of Education
- Managed over 4.5 million dollar budget including 1.5 new building and renovation project

## Secondary school Vice Principal American Bilingual School in Kuwait November 2008-January 2009

- Developed curriculum and course description for high school
- Provided school guidance and college placement for senior high school students
- Wrote school guidance plan
- Responsible for all aspects of supervision and instruction of school staff and teachers
- Performed job analysts and wrote job descriptions
- Proposed accreditation plan for SACS
- Conducted university school recruiting fairs for high school students

- Analyzed PSAT scores and developed workshops for high school students for post secondary education.
- Proctored SAT, PSAT and online courses
- Applied and received approval for AP English

I believe all students can learn and all educators can be great teachers with responsible and knowledgeable leadership.

**Position Type:** Full Time - School Year

**First Year Experience:** 1983

**Admin/Support:** CEO/Superintendent, Higher Ed/Professor/Dean, Deputy/Asst Superintendent, Commissioner

**Grade Level:** Pre-School/Early Childhood, Elementary 1-3, Elementary 4-6, Middle School/Junior High, High School, College/University

**Search Intensity:** Employed, actively looking

**Availability:** Available in the future (09/09/2011)

**Relocation Preference:** Will relocate

**Annual Salary:** 85,000.00 - 0.00/Yearly