

JILL DOBROWANSKY

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May 1, 2011

Dr. Wayne Blanton, Executive Director
Florida School Boards Association

RE: Osceola County Superintendent of Schools

Dr. Blanton and School Boards Association:

I am writing in response to the position of Superintendent of Schools advertised as being open within the Osceola County School District. I am an experienced administrator, who is skilled in Department of Education regulations, curriculum, staff evaluations, tenure matters, budgeting, strategic planning, community relations, professional development, special education issues, student achievement, UBD, 21st century skills, and many other areas within a district. I offer significant abilities in the areas of communication, tenure, board policy, and finances. I am seeking to relocate to Florida where I would welcome the opportunity to bring my years of experience and knowledge to your district.

I believe that it is the role of a school district to provide students with the opportunities to form their roots and give them their wings to fly when the time comes. This is accomplished through rigorous and relevant curriculum and instruction, and positive relationships with staff, peers, and the community outside the walls of their school. In addition, student achievement is not only about standardized test scores, but it is about teaching and guiding our students through their journey of becoming self-motivated learners, positive contributors to our global society, and change agents of the future. I also believe that a continuous, open dialogue with staff, members of the board of education and community are necessary in order to provide solutions to existing and potential problems that arise in education. My outgoing and professional nature allows me to interact well with staff members at all levels, and to bridge the gap between school and community.

In closing, my experience and knowledge of contemporary educational issues can assist in providing the students, staff, and community with the highest quality education today. I would welcome the opportunity to meet with you to discuss my experiences and future opportunities for your students. The accompanying résumé will give you an idea of my potential to make a worthwhile contribution to the Osceola County School District. I believe it is mutually beneficial for us to meet.

Thank you for your time and consideration.

Respectfully Yours,

Jill C. Dobrowansky, M.A.T., M.Ed.

Summary of Qualifications

- Outstanding professional development, leadership, and communication skills.
- Familiar with all aspects of educational system.
- Hard working, ability to multi-task effectively.
- Instructional leader.
- Educational leader of change.

Professional Experience

Highland Park School District, Highland Park, NJ

08/2010 – Present

Middle School Principal

- Supervision of Staff
- Interview/Hiring Staff
- Scheduling – Building & Students
- Budget
- Building & Administrative Goals
- Strategic Planning
- I&RS Committee
- 504 Coordinator
- Member Administrative Team
- CST Administrative Representative
- Community Liaison
- Discipline
- Monthly Reporting to Board of Education
- Curriculum Decisions
- Analysis of NJASK & End of Course Algebra & Biology Exams
- Principal's Advisory Council
- Professional Relations Committee Member
- Title 1 Programs
- Unified Plan Administrative Representative
- Individual Improvement Educational Plan Coordinator (Student-Based)
- Professional Development
- Grant Applications
- Purchase Orders
- Staff Meetings
- Benchmark Assessments
- Professional Development Plans for Struggling Staff Members
- Tenure Issues
- Building-Based Web-Site Coordinator
- CPR, First Aid & Epi-Pen Certification

Upper Freehold Regional School District, Allentown, NJ

07/2007- 08/2010

PreK – 8 Vice Principal

- Supervision of Various Staff Members
- Interview/Hiring Staff
- Tenure Decisions
- Monthly Reporting to Board of Education
- Building Budget & District Budget
- District, Building & Administrator Goals
- QSAC Administration Representative
- CST Administrative Representative
- Strategic Planning for District (5 year plan)
- Curriculum Mapping

- Member of Administration Council
- Discipline
- 504 Coordinator
- I&RS Chairperson (3 Committees)
- NJASK Testing Coordinator/Analysis of Results

Easter Seals New Jersey, Keansburg

01/2007 – 07/2007

Director 21st Century Community Learning Center

- Director of Grant for New Jersey Department of Education
- Supervise Staff in 2 Locations
 - Bolger Middle School, Keansburg
 - St. Anne's School, Keansburg
- Quarterly Reporting to Department of Education
 - Financial Reports
 - Program Activity Plan
 - Interim Quarterly Staff Reports
- Monthly Reporting to Easter Seals New Jersey
 - Service Line Updates
 - Utilization Reports Aligned with Outcomes
 - Safety – Fire drills, Emergency Evacuation, First Aid, etc.
 - Financial Reporting – Program Expenditures
- Purchase Orders
- Petty Cash
- Observations of Staff Members
- Grant Applications
- Donations - In Kind Gifts
- Sustainability Reporting
- Workshops
- Attend Department of Education Monthly Meetings

Lakewood Township Schools, Lakewood, NJ

07/2002 – 12/2006

Elementary Teacher

- 5th Grade, 2nd Grade & 6th Grade Experience
- General Education, Inclusive Classrooms
- Design and implement activities and assessments for novel-based learning in the classroom
- Design & Present Workshops for computer use in the classroom
- Attend workshops based upon professional/school yearly objectives and school-wide adequate progress indicators
- Co-Teaching Approach in 2nd Grade

Education and Certification

Ed.D., Education, Anticipated 2013

Rutgers, The State University of NJ

M.Ed., Public School Administration & Curriculum, 2005

Georgian Court University

Educational Leadership, Administration, and Supervision Praxis, June 2004

Passed

Certificate for Educational Leaders, May 2005

New Jersey State Department of Education

Principal – Business Administrator – School Administrator – Supervisor

U.S. Department of Education

Highly Qualified Teacher

M.A.T. (Advanced), Education, August 2002

Monmouth University, West Long Branch, N.J.

B.A., Education and Psychology, December 2000

Monmouth University, West Long Branch, N.J.

Teaching Praxis Examination, January 2000

Passed

A.A., Liberal Arts, May 1998

Ocean County College, Toms River, N.J.

Other Activities

- Member of NJPSA
- Member of NMSA
- Member of NJMSA
- Member Rutgers University Curriculum Committee
- Doctorate Representative Rutgers University Graduate School of Education Student Advisory Council
- Member of the Jersey Shore Running Club
- Member of the ARRL – Ham Radio Operator

References

Available Upon Request