



**University at Buffalo**  
*The State University of New York*

April 21, 2011

Dear Dr. Blanton:

I am writing to express my interest in becoming the next School Superintendent of the Osceola County School District.

I possess a Ph.D. in Learning and Instruction (specializing in English Education) from SUNY at Buffalo and I feel that I would bring energy and expertise to your district program based on my previous exemplary teaching and leadership record in New York State for over 14 years.

I have teaching and administrative experience at levels (K-16) and have extensive empirical data sets which illustrate both increased student achievement and positive perception survey data results from various district stakeholders in the districts that I have worked in, previously.

My work in elementary, middle, and high school levels have prepared me for the superintendency. My publication pursuits are centered in narrative theory, assessment literacy, and accountability leadership. For your review, I have attached my current resumé-- which outlines my dedication to students, curriculum innovation, and instructional leadership.

I can be reached at (716) 873-3697 to discuss your interview process (for which I am excited about and already prepared for to date). I appreciate your time and efforts in reviewing my credentials. I hope we can meet one another very soon.

Sincerely,

*R. Jetter*

Richard E. Jetter, Ph.D.  
Principal

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# **Richard E. Jetter, Ph.D.**

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**485 Ashford Ave.  
Tonawanda, NY 14150  
(716) 873-3697 (home)  
(716) 860-0380 (cell)  
(716) 807-3853 (office)**

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## **OBJECTIVE**

*--To become a School District Superintendent.*

## **CERTIFICATIONS**

**New York State School Administrator/Supervisor (SAS) and  
School District Administrator (SDA)**

Permanent Certification,  
May 2002

**New York State Teacher Certification**

Permanent Certification, Secondary English (7-12),  
September 1997

## **EDUCATION**

**State University of New York at Buffalo**

Doctor of Philosophy (Ph.D.) in Learning and Instruction,  
English Education Concentration

February 2010  
Overall GPA: 4.0/4.0

**State University of New York College at Buffalo**

Certificate of Advanced Study in Educational Leadership and Facilitation,  
May 2002

Overall GPA: 4.0/4.0

**State University of New York College at Buffalo**

Master of Science in English Education,  
August 1999

Overall GPA: 4.0/4.0

**State University of New York College at Buffalo**

Teacher Certification Program,  
May 1997

Overall GPA: 3.9/4.0

**State University of New York at Buffalo**

Bachelor of Arts in English,  
May 1996  
Major GPA: 3.5/4.0

## **PROFESSIONAL EXPERIENCE**

### **North Tonawanda City School District**

*Principal, Spruce Elementary School*

July 2007 to present

- Developed ongoing action plans in the areas of increasing student achievement, decreasing the need for at-risk services, and enhancing learning environment programs for students in Grades K-6.
- Created a school structure of shared decision-making based on organizing subcommittees in the areas of literacy, health/wellness, safety/discipline, and technology.
- Increased community relations through web-site development, annual reports sent to community members, and involvement in “community give-back” activities for improving character education goals.

### **Kenmore-Town of Tonawanda UFSD**

*Interim Principal, Holmes Elementary School*

July 2006 through November 2006

- Oversaw the development and implementation of the instructional program, including Everyday Math, Literacy Institute Cohorts, and school-wide wireless technology initiatives.
- Coordinated staff development needs, such as writing across the curriculum for non-fiction writing purposes, along with guiding students for self-directed reading strategies.
- Developed mentor partnerships with Praxair and the Holmes Sheridan-Parkside Community Resource Center for increasing students’ self-concepts.

### **Kenmore-Town of Tonawanda UFSD**

*Assistant Principal, Franklin Middle School*

August 2003 to July 2007

- Coordinated a school-wide Bully Prevention Program focusing on targeted positive behavior strategies.
- Spear-headed a comprehensive school-wide management plan for students and staff.
- Directed the Middle School Summer School, as Principal, which oversaw 200 students from three district middle schools.

### **State University College at Buffalo**

*Adjunct Professor, Humanities Department*

August 2001 to May 2003

- Instructed an undergraduate course titled, “Self-Destruction: An Understanding of Humanities,” where literature was used as a lens for analyzing major world events.

- Implemented “writing across the curriculum” philosophies for students’ academic requirements and personal learning.
- Designed group projects that linked ancient and contemporary texts to the fine arts.

### **Kenmore-Town of Tonawanda UFSD**

*English/Language Arts Teacher and Department Chairman,*  
Hoover Middle School

August 1998 to August 2003

- Taught eighth-grade English to a team of 115 students--which included a population of Gifted and Talented students, At-Risk students, and severely handicapped students.
- Utilized differentiated instructional strategies by using special area course content--as a means for promoting interdisciplinary instructional links.
- Used the New York State Learning Standards as a foundation for developing interdisciplinary reading and writing programs in science and social studies.

### **Erie 1 BOCES**

*English Teacher, Alternative Education*

September 1997 to August 1998

- Handled student discipline and supervision for the Kenmore-Town of Tonawanda UFSD as lead teacher for the Structured Suspension Program.
- Assisted students in all academic subjects within a 15:1:1 classroom structure.
- Communicated with the local area high schools about student progress and behavior management.

### **State University of New York at Buffalo**

*English Instructor & Public Speaking Instructor*

Urban Affairs Department (Office for University Preparatory Programs)

May 1997 to August 2001

- Guided students to develop lengthy writing portfolios that stressed the importance of personal writing and self-evaluative skills.
- Incorporated peer revision and peer editing techniques for students to cooperatively process-write short stories, poems, and speeches.
- Held daily debates which enabled students to practice their listening and speaking skills, while sharpening their critical persuasive skills.

## **PERSONAL AND PROFESSIONAL ATTRIBUTES**

*Possess Attitudes and Behaviors which are:*

- Highly ethical.
- Professional.
- Committed.
- Loyal.

- Hard Working.
- Organized.
- Personable.
- Pragmatic.
- Focused on creative problem solving.
- Process oriented.
- Detail oriented.
- Able to multitask major tasks.
- Able to effectively communicate and establish consensus.
- Cognizant of a systems approach for collective district and regional improvement.
- Student centered and supportive to adult professional improvement.

## HONORS

- 2008-2010 Who's Who among Western New York School Administrators.
- 1999-2002 Who's Who Among American Teachers.
- 2000, 2001 & 2002 Disney American Teacher Award Nominee.
- 1999, 2000 & 2001 State University of New York at Buffalo's *Excellence in Teaching Award*, Granted by the Vice President for Urban Affairs.

## AFFILIATIONS

- School Administrators Association of New York State (SAANYS)
- National Association for Secondary School Principals (NASSP)
- National Association for Elementary School Principals (NAESP)
- North Tonawanda Optimists' Club (NTOC)
- National Council of Teachers of English (NCTE)

## PUBLICATIONS

### *Professional Publications:*

- Jetter, R. (2011). Communication strategies for effective school and parent relationships. Pending Publication.
- Jetter, R. (2011). *Story Hiring: Using Narratives to Search for Noble Workplace Attitudes*. Book in progress.
- Jetter, R., and Loehr, P. (2011). Unique techniques to select whom to

interview.

Submitted to: *Improving Schools*. Pending Publication.

- Jetter, R. (2010). Examining school leaders' narratives as a lens for understanding leadership identity and agency within a high-stakes testing culture of accountability. State University of New York at Buffalo.

### *Personal Publications:*

- Jetter, R. (2011). Small pause can make a world of difference. *Buffalo News*, January 2011.
- Jetter, R. (2010). Saying "yes" to using the word "no." *Buffalo News*,

June 2010.

- Jetter, R. (2010). Advertising strategies often irritate shoppers. *Buffalo News*, February 2010.

## REFERENCES

### *Work-Related References:*

#### **Vincent Vecchiarella**

Former Superintendent, North Tonawanda City School District  
Phone Number: 467-2080 (home)

#### **Gregory Woytila**

Superintendent, North Tonawanda City School District  
Phone Number: 807-3500 (work)

#### **Patrick Holesko**

Executive Director for Educational Services  
Phone Number: 807-3530 (work)

#### **Alan Getter**

Assistant Superintendent for Business and Finance, North Tonawanda City School District  
Phone Number: 807-3503 (work)

#### **Ron Barstys**

Director of Student Services, North Tonawanda City School District  
Phone Number: 807-3566 (work)

#### **Scott Rudnicki**

Direct of Special Education, North Tonawanda City School District  
Phone Number: 807-3650 (work)

#### **Steven Achramovitch**

Former Superintendent, Ken-Ton School District; Current Superintendent, Hamburg Central School District  
Phone Number: 646-3220 (work)

#### **Anne Marotta**

Former Assistant Superintendent, Ken-Ton School District  
Phone Number: 677-2948 (home)

#### **Alan Erzkus**

Director of Special Education, Ken-Ton School District  
Phone Number: 874-8400, ext. 5362 (work)

#### **Tom Wolff**

Executive Director of Student Services, Ken-Ton School District  
Phone Number: 874-8400, ext. 5321 (work)

**Peg Hollstein**

Former Principal of Hoover Middle School, Ken-Ton School District  
Phone Number: 689-6335 (home)

**Elaine Thomas**

Principal of Kenmore Middle School, Ken-Ton School District  
Phone Number: 874-8403 (work)

**Dennis Priore**

Former Principal of Franklin Middle School, Ken-Ton School District  
Phone Number: 741-8977 (home)

**Lisa Cross**

Principal of Holmes Elementary School, Ken-Ton School District  
Phone Numbers: 874-8423 (work); 831-9811 (home)

**Dr. Susan Leist**

Director, Humanities Dept. (2001-2003); SUNY College at Buffalo  
Phone Number: 878-5403 (work)

*Collegiate-Related References:*

**Dr. Peter Loehr**

Educational Leadership Program Advisor; SUNY College at Buffalo  
Phone Number: 875-7694 (home)

**Dr. Suzanne Miller**

Chair of Dept. of Learning and Instruction; Doctoral Advisor; SUNY @

Buffalo

Phone Number: 645-4071 (work)

**Dr. Mary McVee**

Doctoral Committee Member; SUNY @ Buffalo  
Phone Number: 645-2458

**Dr. Vladimir Ageyev**

Doctoral Professor; SUNY @ Buffalo  
Phone Number: 645-3455 ext. 1151 (work)

•Placement folder furnished upon request from:  
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