Dear Mr. Jim Ellis:

This letter expresses my sincere intent to be the next Special Education program manager for Sweetwater Union High School District. I am confident that my professional qualifications meet and exceed those demanded of this position. More importantly, I am a patient and a flexible team player, yet firm in my communications and decisions. These qualifications make me ideally suited to work in this multi-faceted environment.

After my first year of teaching, it was very clear that I had a special bond with kids that have emotional and behavioral issues. Teaching them comes naturally to me and gives me a deep sense of personal satisfaction. As a disciplinarian, coach and tutor, I open up in this setting. Undeniably, watching students make improvements and sharing positive praise with parents are my most rewarding moments of teaching.

My experience as a Special Education Teacher is what will ensure my success as program manager. I have worked with a diverse range of emotional, physical and cultural backgrounds and often consider myself a de facto site psychologist. More importantly, because of my history in the classroom, I connect well with parents. I am able to relate to all circumstances because I am rarely shocked. Rather than become emotional, I take a proactive problem solving approach. Through this strong relationship with parents, I recognize quickly the accuracy and efficacy of assessments.

The recent completion of my administrative credentialing also makes me an ideal candidate for this job. I am readily aware of the procedures and guidelines set forth by IDEA, as well as other codes and regulations, and relevant testing and assessment models shaping the way we educate today. My belief is that when we, as educators and administrators, are competent and confident, everyone walks away happy.

In addition to teaching, I provide behavioral consultant services to other district schools, assess instructional programs, conduct trainings and work collaboratively with teachers, parents, aides and support staff. In this capacity, I have gained a broader understanding for how public and non-public districts interact to best serve the needs of students. Working between districts has also granted me a big-picture perspective that I believe will help manage Sweetwater Union High School Districts budget. I intend to bring superb mediation and communication skills to the table that will ultimately save money and protect the rights of all parties.

I am a true lifelong learner. I love to teach and learn, especially from kids. As such, I was especially excited to be recently nominated and awarded an ABA Certification scholarship and intend to start courses as soon as possible. This designation will further enhance my ability to be a bridge between special education students and the successful academic careers they deserve.

While I recognize that I do thrive in the classroom, I am ready to move forward into a management position where I can serve many more young people with special needs, ensuring they receive the best services available to them. I have dedicated my career to the Sweetwater district and I intend to continue to bring a higher level of competency to the special education program. I can and will get the job done.

Very Sincerely,

Catherine Mann