

Letter of Introduction - Cathleen L. Carpenter

I am sure that you have received many inquiries from educators looking to fill your opening. What makes me the one you want to hire? Experience, flexibility, and diversity. I know the material, have worked to create a student-centered classroom, and look forward to changes and challenges to keep me fresh and innovative. After working in Ecuador, Colombia, Japan, China, Honduras, and Guatemala, I have accumulated some diverse international teaching experience and a variety of strategies for second language learners that I believe would make me an asset at your school.

I have nine years experience in a high school setting and 12 in middle school with English and social studies classes at both levels. I have taught US history, literature and informational text focused language arts, and piloted the high school Honors English program at GI School. I believe I have developed good strategies to present the information to second language learners and I am able to adjust, modify, and raise the expectation levels according to the specific group of students I am working with.

I have worked with curriculum all throughout my 21 years of teaching and helped write the language arts curriculum for grades 6-12 at Gimnasio Ingles in Armenia, Colombia. I developed curriculum for the middle school English language enrichment class that I taught at CAG in Guatemala for two years, and I am currently working with a high school in China and their international program. I have presented several staff developments for all grade levels on ways to engage learners in the classroom, standards based grading, and oral language skills on both national and international levels. I have been a key member of the pilot team for MAP (Measure of Academic Progress) standardized testing at two different schools.

Instructional Leadership

It is important to me to continue to be a lifelong learner and to work with my colleagues to share and to learn from each other. At each school I have worked, I have presented workshops on methods and strategies I have used and been successful with second language learners, as well as presenting at international conferences. I find that there is always something new to try or a new way to look at something, and the best way to find those ideas is to take an active role in education and learning. I added on a Specialist degree for my own benefit because I wanted to be more proficient in technology and ways to use it in instruction. I have loved to read my whole life and took library science courses as my electives to build my skills in that area. One of my favorite activities is storytelling and helping young readers to develop a love of reading. I worked at GI school to develop curriculum guides for the English program from 6th - 12th and helped with the implementation of standards- based grading and assessment. My position in English Language Enrichment allowed me the opportunity to create an entire curriculum to supplement the regular language arts program.

Management

I have worked in leadership roles in various schools that have given me insight into working with other teachers and how to help make them more successful and further the learning process. I have been an

instructional coach and worked with first year teachers, helping them to learn to organize their classrooms, work on classroom discipline, and how to structure their instruction to be student-centered and regroup when necessary. I completed an educational research project on the language arts and literature text used at GI school to assess whether it was the right direction and resources for the student population and school vision. I have been part of leadership teams that have developed bilingual conferences for local teachers and implementation of standardized testing programs, including MAP (Measure of Academic Progress).

International Baccalaureate Diploma Program

I am familiar with the IB program and I have worked with the MYP program and understand the structure and organization. I have been part of looking at the extended essays and helping students at the high school level with writing structure and the research process. I have worked with students on the CAS element, especially the service segment, which I have continued to do at other schools. I also have a background and 12 years experience in graphic design and photograph which has given me skills that I can use to assist students with artistic applications and projects. Being well organized yet flexible in my teaching style, I believe would work well with maintaining the rigors and structure of the IB program.

Classroom Focus

Regardless what age I am teaching, my focus is to have my students become more critical thinkers and responsible for their own learning. I want them to be able to take the strategies they learn and be able to apply them to whatever situation they encounter. I look at each year as a new opportunity to try strategies and investigate new ways to reach the diverse student population. Technology is playing a bigger role in education so finding out where it is a plus and how to use it effectively is essential. If the students can come up with great ideas and solve problems with no electricity, we have really taught them well and how to adapt to life around them. It is important to me to learn about my students and their interests in order to be able to modify the curriculum when possible to make it applicable and interesting for them, while still maintaining high standards of instruction.

I am excited about the possibility that is open at your school and ask that you consider me. I believe that my experience and attitude is what makes me an ideal candidate as a curriculum coordinator. Your mission mirrors my teaching style and attitude and I firmly believe in creating lifelong learners who play an active role in today's global community and who care about the environment. I have attached my resumes but you can also access all my job files, references, videos, and information at my wiki at www.carpwiki.wikispaces.com. I can be available at any time for a Skype or phone interview.

Sincerely,

Cathleen L. Carpenter