

Interviewing Panel:

It is with great enthusiasm that I write to submit my name for the Principal position at Silver Valley Elementary in Queen Creek Unified School District. I have an extensive and well-rounded professional history as an Educator focused on leadership, measuring student and teacher performance, and providing children the safest possible learning environment. My educational qualifications include a Bachelor of Science degree in Elementary Education, a Master of Arts degree in Educational Leadership, and a Principal's Certificate. With over 17 years' experience in education I am confident that I possess the skills, qualifications, and knowledge necessary to help your district promote its philosophy and goals.

As the attached resume will detail, I am currently serving as Data Specialist at Gateway Polytechnic Academy, where I am an educational leader and assist our administrator in charge of all programs and initiatives. As the Data Specialist, I assist a diverse staff and more than 1000 students. I work closely with faculty to align their instruction with our curriculum and modify instruction to best prepare students for college or whatever trade they may desire. Additionally, as a school leader it is my responsibility to have critical conversations with staff. These discussions will at times be difficult ones, but my relationship with my staff is as a leader first. Ultimately, I am the one accountable to ensure the school culture and climate are upheld.

As Activities Administrator, I spearheaded a faculty task force that successfully maintained over 20 committees and activities on a significantly reduced budget by encouraging faculty and staff to donate their time and expertise at little or no cost to the district. I have been the coordinator, as well as organized and implemented districtwide initiatives including AVID, ALICE, PBIS, and STEAM. I have also utilized Common Core state standards to improve effectiveness of instruction.

My core values and strengths focus on collaborative leadership, strategic planning, empowering educators, independent academic STEAM program development, fostering community and pedagogical programs, and identification and implementation of organizational programs. I nurture strong working relationships with local and school communities and facilitate integration of initiatives designed to enhance the school environment.

As Principal, I would aspire to a school culture and educational program conducive to student learning and development. Families are under tremendous challenges today, and I seek to foster positive behavior, student and faculty teamwork, and cooperation in the school environment. I initiate and lead programs to provide clear, concise information both internally to professional staff and externally to students and parents. My belief is that students make choices, and most of the time there are natural consequences for these choices. They should be held accountable in a consistent and fair manner.

I am looking for a new and challenging position that will offer an opportunity to contribute my knowledge and skills while at the same time continuing my personal and professional development. I see myself as a highly dedicated, energetic, hard-working and strongly driven individual. I believe that my diverse skills, experiences, and core values make me an ideal fit for this Principal position and I would appreciate the opportunity to meet and further discuss how I would be a valuable addition to the school district. Thank you for your time and consideration.

Sincerely,

Kelli Frazier