

Sally L Smith

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Paula Reeder
Risco R-II School District
P.O. Box 17
Risco, Missouri 63874

April 15, 2011

Dear Ms. Paula Reeder,

I am writing to apply for the position of Cross-Categorical Special Educator for Risco R-II School District found on the Missouri Department of Education: Missouri Teaching Job's website. I believe that I am an exceptional candidate for the position of Cross-Categorical Special Educator.

I am qualified to administer assessments and interpret results. I have training for the careful interpretation of test results such as understanding of test-selection criteria, basic principles of measurement, administration techniques, and scoring procedures. I have administered the Peabody Individual Achievement Test, calculated the raw score and utilized a computer program to calculate the standard score.

I have conducted a functional behavior analysis, and formulated a behavioral intervention plan for a student in my class whose behaviors prevented optimal learning opportunities. I collected information on the student, conducted teacher interviews, plotted data to assess when and how often the behaviors occurred, determined the antecedent, and determined the best replacement behavior along with positive reinforcements and natural consequences.

I possess strong classroom management skills that focus primarily on natural consequences, guided by the necessity of self-preservation, self-confidence, and self-reliance. The classroom and living policies are created as a community and are implemented as a contract between peers and teachers and allow for modification. I believe in creating a safe, nurturing environment which my students will have opportunities for educational and personal growth. I maintain an open-door policy and strive to allow students the necessary life-skill of conflict resolution.

I am excited about the opportunity to join the Risco R-II family as it endeavors to new heights in education. Thank you for your time and consideration.

Sincerely,

Sally L. Smith