October 2, 2021

Human Resources

2520 W. W. Thorne Blvd

Houston, Tx 77030

281-449-1011

Dear Dr. Javier Villarreal,

To Whom It May Concern,

I am pleased to submit my resume for consideration for the available Assistant Principal position with your organization. Given my background in education and talent for leading student’s instructors and teaching teams toward success I feel I am in a great position to make a positive impact with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_School

I believe that my experience here in Aldine and my work at the University of St. Thomas in counseling makes me an excellent candidate for the position. I have been in Aldine for approximately 15 years and have worked in different areas. The skills I have gained over the years are teaching in grades K-4th, representing as a team leader, and last as a skills specialist in Reading and Math in grades K-4th.

I have learned a lot from working closely with my principal and assistant principal and others members of the leadership team. I look forward to continuously growing in my professional career here in Aldine.

Thank you for your time and consideration for this position. I look forward to hearing from you.

Cassanthia Penn

3rd Grade Teacher

**Cassanthia Penn**

2954 Dragonwick Dr. Houston Texas, 77045 Mobile: (713) 828-8973

[clpenn@aldineisd.org](mailto:clpenn@aldineisd.org)

**Objective:**

To obtain a position as an RtI Interventionist

**Education:**

University of St. Thomas 2020- Present

Principal Certification

Houston, Tx

University of St. Thomas 2018 – 2020

MEd Counseling

Houston, Tx

University of Houston Downtown 2002-2003

BS, Interdisciplinary Studies

Houston, Tx

Houston Community College 2000-2002

Associate of Science

Houston, Tx

Texas Education Agency

EC-4th Generalist Teachers Certification

**TEACHING EXPERIENCE:**

ERMEL ELEMENTARY (Aldine Independent School District)

Houston, TX

**Third Grade Teacher:** 2019- Present

**Second Grade Teacher**; 2018 – 2019

* Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students.
* Create a classroom environment that is conducive to learning and appropriate for the students.

**Reading and Math Skill Specialist (K-1 & 2-4)**; 2015-2018

* Model Lessons
* Co-teaching with teacher
* Observe teachers with feedback (i.e. observation forms, meetings)
* Conduct Data Analysis Meetings after each assessment.
* Analyze data and implement plans to correct.
* Attend a variety of professional development workshops for implementation of TEKS.
* Collaborate with campus administrators, and teachers on weekly basis.
* Provide training and support for teachers through ongoing professional learning to support co-teaching, and best practice in math and reading.
* Creating grade level campus assessments with teacher input.
* Assist teachers in classroom management and teaching
* Perform other duties as assigned

**School Teacher for Grades (Kinder, First & Third grade);** 2006 – 2014

* Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students.
* Create a classroom environment that is conducive to learning and appropriate for the students.

TWO DIMENSIONS CHARTER SCHOOL

Houston, TX

**PreK 4 Teacher**; 2005-2006

* Plan a program of study that, as much as possible, meets the individual needs, interests, and abilities of the students.
* Create a classroom environment that is conducive to learning and appropriate for the students.

**Awards**

* Extra Miler Award 2017-2018
* Extra Miler Award 2016-2017
* District Highly Effective Invest Evaluation 2016-2018
* Teacher of the Year 2013-2014
* Nominated Teacher of the Year 2012-1013

**References**

Available Upon Request