Malcolm Mulligan

123 Main Street

Fredericton, NB

E3A 2B4

October 4, 2018

Acting Director of Human Resources,

Ms. Shelley McLeod

Anglophone School District West

1135 Prospect St, Fredericton, NB

E3B 3B9

RE: **COMPETITION #  2564683, Acting Vice Principal, Minto High School**

Dear Ms. McLeod,

Please accept this letter as my expressed interest in becoming part of the Administrative team at Minto High School. Currently, I am a high school teacher with twelve years of experience in the public education system at the high school level. I have experience working with a large staff both in collaborative environments and alone on individual assignments. Recently, I completed my Master’s degree and would appreciate the opportunity to work with some of the challenges surrounding diversity, school leadership, and technology in education.

My leadership experience includes a recent Master’s degree in Instructional Design with a minor in leadership, district leadership courses which I will finish this summer. My colleges all consider me a leader in the BBT department at Leo Hayes because I am a leader in curriculum development ideas and module development where I have written much of the course materials over the years, and rewritten most of the course last year. Also, I have created a Weebly site (grade9bbt.weebly.com) to host all the module materials for both the grade 9 and 10 BBT module materials. In the past I was awarded an ILF grant for a literacy module for grade 10 BBT (Gateway Project), I have worked with the EECD on a module for the grade 9 BBT program (Career Cruising), and I learned the curriculum, taking the IT Essentials course to teach Technical Support 110 at Leo Hayes. In addition to these activities, I have developed many activities for the Coop program and fellow English teachers. In summary, I am a leader and contributor in any department.

I can make a positive contribution to Minto High School and your students. My classroom is a positive learning environment where lifelong learning is modeled. This environment is created through caring policies and well-planned lessons where the focus is on the students and their learning.

Being a member of a professional learning community has been one of the greatest parts of my career. The ability to openly discuss problems, group think and collaboratively work to find solutions makes for a welcoming and rewarding environment. Our team shares the responsibility to lead and develop creative curriculum and material for our courses and expects collaboration from all members. Individual achievements are celebrated and shared with all members and individual goals are encouraged. Difficulties are shared and solutions offered in a spirit of improvement for both the teacher and the students.

I would be pleased to answer any questions you might have for me with respect to the possibility of my joining your school team.

Sincerely,

Mulligan, Malcolm