

# Emily R. Bielejec

Syracuse, NY  
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Dear Director of Human Resources,

My name is Emily Bielejec, and I am an experienced Special Education teacher interested in working in the capacity as an Administrator. I have always worked towards bettering the opportunities for Students with Disabilities, and in doing so have learned a lot about procedures, policies, and programs available to students. While I have been in school as a teacher, I have been committing my time to working with other teachers, support staff, and administrators to help all students. As I move forward, I would love to work on a cohesive collaborative team providing the best education for all students. With my ability to learn quickly and adapt, as well as my passion for Students with Disabilities, I would be thrilled to contribute my skills as an administrator in your district.

I started my internship last summer, working as the K-5 Administrative Intern in Syracuse City School District's Extended School Year Program. I worked together with a team of two others to manage 175 teachers and staff, 350 students, and a range of programming. Since September, I have been working as an Administrative Intern alongside four administrators at Public Service Leadership Academy at Fowler High School in the Syracuse City School District. As a team, we have been working on improving behavior, planning and organizing events, such as Regents Exams, and preparing the master schedule for next year. In the beginning of the year, I assisted in re-creating the master schedule to ensure that all of our Students with Disabilities were placed correctly, and was in daily contact with transportation to support the needs of our students. In the weeks leading up to the January Regents, I worked closely with the administrative team to organize teachers and students for each of the Regents Exams. I was tasked with organizing the proctoring schedule for the June Regents Exams, prior to the cancellation in April. I have been working closely with the support staff to manage crises as they arise as well as always working to prevent future problems. In a given week, I organize Annual Reviews, Requested Reviews, Administrative Placements and Local Manifestation Determination meetings as well as teaching and building relationships with the students in my classes and caseload.

Through my experience working as a Special Education teacher and Administrative Intern, along with my passion for Students with Disabilities, I believe I am a strong candidate for the Administrative role in your district. I am available via email at [emily.bielejec@gmail.com](mailto:emily.bielejec@gmail.com). Thank you for your time and consideration.

Sincerely,

Emily Bielejec