

Emily R. Bielejec

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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 as a Principal in the OCM BOCES Special Education Program at the Cortlandville campus. 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 a teacher, I have been committing my time to working with other teachers, support staff, and administrators to help meet the needs of Students with Disabilities. 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 Principal in the OCM BOCES Special Education Program at the Cortlandville campus

I started my internship during the summer of 2019, working as the K-5 Administrative Intern in Syracuse City School District's Extended School Year Program. I worked along two other admins to manage 175 teachers and staff, 350 students, and a range of programs for Students with Disabilities. During the 2019-2020 school year, I had the opportunity to work 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 worked to improve behavior, plan and organize events, such as Regents Exams, and prepare the master schedule for the following year. 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 worked closely with the support staff to manage crises as they arose as well as always working to prevent future problems. In a given week, I was responsible for organizing Annual Reviews, Requested Reviews, Administrative Placements and Local Manifestation Determination meetings as well as teaching and building relationships with the students in my classes. In the past year, as department chair, I helped to finalize the master schedule to ensure that all Students with Disabilities were placed correctly, and continuing the role of organizing transportation to support the needs of all students.

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 Principal in the OCM BOCES Special Education Program at the Cortlandville campus. I am available by phone (315) 939-4197 or via email at emily.bielejec@gmail.com. Thank you for your time and consideration.

Sincerely,

Emily Bielejec

