



Dear Hiring Team,

I am excited to apply for the Assistant Principal position at your school, as I am confident that my skills and experience make me an excellent candidate for this role. Below are my responses to the two written prompts.

*Question 1-Instructional initiative that I undertook that was intended to improve student achievement*

Throughout my career, I've taught a diverse range of students and learned that providing opportunities is key to their success. I believe 21-century education needs curriculums that foster deeper learning through the purposeful integration of STEM in all content areas. My passion lies in ensuring that every student has access to computer science education. For the past three years, I have collaborated with my colleagues to organize school-wide Computer Science Education Week for students in 3K-8. This event has evolved into a cherished tradition at our school, eagerly anticipated by both students and staff alike. Last year, I also took the initiative to invite a colleague to bring her third-grade students into my classroom for an immersive lesson on 3D printing. Through our collaboration, we not only provided her students with a unique learning opportunity but also laid the foundation for a 3D printing curriculum to be implemented in her classroom. By working closely with my colleague, I learned that it is crucial to understand her classroom dynamics and the specific needs of her students in order to tailor the 3D printing curriculum effectively. This experience deepened my understanding of effective leadership, emphasizing the importance of collaboration, communication, and support to promote positive change and innovation in the classroom.

In addition to my efforts within my own school community, I am actively involved in spreading the importance of computer science education to a broader audience. One significant avenue through which I contribute to this mission is by co-facilitating CS4All's Creative Web course. This role not only has allowed me to share my wealth of experiences and resources with other computer science educators but also has enabled me to empower them with the tools and knowledge needed to introduce their students to text-based coding. As a curriculum facilitator for CS4All, I am entrusted with the responsibility of guiding fellow educators who are eager to incorporate coding into their classrooms but may lack the necessary resources or expertise. By equipping educators with the tools they need to effectively teach computer science, I am contributing to the broader goal of ensuring equitable access to high-quality STEM education for all students.



My proficiency in technology also played a pivotal role in supporting my school's vision of optimizing instructional time within the classroom. During a staff meeting, we identified a recurring issue of students frequently leaving classrooms throughout the day without an effective system in place to track such occurrences. Recognizing the need for a solution, I proposed the implementation of a school-wide Google Form to centralize the collection of out-of-classroom logs from all teachers. To ensure the success of this initiative, I spoke with teachers from different grand bands to understand their specific requirements and preferences for the Google Form. This collaborative approach allowed me to tailor the form to meet the unique needs of each classroom while also garnering buy-in and support from my colleagues. Upon consolidating teacher feedback, I collaborated with the school's administration team to procure essential equipment, such as tablets and charging stations, to facilitate the smooth implementation of the Google Form in every classroom. Additionally, I created a comprehensive visual guide detailing how to use the Google Form and interpret the collected data, ensuring that all staff members are equipped with the necessary knowledge to utilize this new tool effectively. Through this experience, I have learned the importance of proactive problem-solving and effective collaboration in addressing challenges within the educational environment. Moreover, it has reinforced the significance of leveraging technology as a tool to streamline processes and enhance data-driven decision-making in support of student success.

*Question 2-What has inspired me to want to become an assistant principal*

My interest in becoming an administrator was sparked by someone who saw in me traits that make me a good school leader. In my case, it was my assistant principal. As a result of many professional interactions and sharing of what I do outside of school, he has repeatedly encouraged me to consider becoming an administrator. He once said to me, "I can see you as an assistant principal at an elementary school. Your organizational skills and Chinese speaking ability make you a great candidate for the position. Parents will love you!" I was struck by the words that parents would appreciate a leader with the same racial background as them. It was at that moment that I am convinced that we need more minority leaders in the education field, and I will be one of them.

One of the main factors that has inspired me to want to become an assistant principal is my passion for education and my desire to make a positive impact on students' lives. Throughout my career as a teacher, I have witnessed firsthand the transformative power of education and the significant role that school leaders play in creating a conducive learning environment. I have accumulated a diverse range of experiences and skills that I believe make me well-suited for the role of an assistant principal. As a teacher, I have worked with students from various backgrounds and learning abilities, which has allowed me to develop strong interpersonal and communication skills. I have also had the opportunity to collaborate with colleagues,



parents, and community members to create a supportive and inclusive school culture. In addition, I have actively sought professional development opportunities to enhance my leadership abilities. I have attended workshops and conferences on instructional leadership, data analysis, and building positive school climate. These experiences have equipped me with the necessary skills to effectively lead a team of educators and drive student achievement.

I believe that student achievement is centered on creating an environment that fosters the intellectual, social, emotional, and physical development of every student. There is no doubt that each student possesses unique strengths and talents, and it is our responsibility as educators to ensure they are equipped with the appropriate tools to succeed. To achieve this vision, I would prioritize the implementation of evidence-based instructional practices and data-driven decision-making. By analyzing student assessment data, identifying areas of improvement, and providing targeted interventions, we can ensure that all students receive the support they need to succeed academically. Furthermore, I would emphasize the importance of fostering a positive school climate and promoting social-emotional learning. A safe, inclusive environment will enable students to feel valued and motivated to learn actively. I would also prioritize building strong relationships with parents and community members, as their involvement and support are crucial in promoting student achievement.

I am confident that my experience, skills, and vision for student achievement will make me an effective school leader. I am committed to creating an environment conducive to learning, implementing effective instructional practices, and collaborating with stakeholders. Becoming an assistant principal would allow me to further contribute to the educational community and make a lasting impact on students' lives.

Thank you for considering my application. I am excited about the opportunity to contribute my skills and experience to your school community as an assistant principal.

Sincerely,

Susie Li