

February 26, 2012

Barbara J. Clark, Associate Superintendent
West Chicago Elementary District 33
312 East Forest Avenue
West Chicago, IL 60185

Dear Dr. Clark,

After meeting Damaris Velazquez at the Church of Christ during the week of recruitment and screening, I became aware of an open position for Parent Educator with West Chicago District 33. Later that week I met Jan Batchelor and was able to help with the Spanish part of the screening. Both ladies encouraged me to look into the Parent-Educator position online and apply.

As a well-rounded substitute teacher, I have had the opportunity to teach a diverse group of students. Some of them include those with autism, learning disabilities, non-complaint behaviors and speech impairments. I have also taught children who function below and above grade level as well as two different grade levels in the same classroom. As a result, I have gained some knowledge of accommodating different styles of learners and incorporating effective methods to meet students unique needs.

As a reading volunteer for the University of Illinois after school reading project in 2001-2002 I visited weekly a local low-income trailer park, and helped dozens of children learn to read in Spanish. Taking this responsibility provided me with a much greater appreciation for organizations that offer intervention during a child's early years by implementing programs aimed at helping children be ready to learn. This kind of experience proves invaluable for Project H.O.P.E infant and toddler education program.

At the present time I am also substituting for Educare "at risk" preschool children. This opportunity has enabled me to appreciate even more the value of a "head start" in mastering basic skills. I am challenged to be creative, nurturing and most of all, patient.

I am looking forward to interviewing with you and have you consider me a serious candidate for the position of Parent Educator. I certainly would take the job very seriously and would prove an even greater asset to West Chicago District 33. If you need additional facts before arranging an interview call me at 1-630-254-8546. I'll contact District 33 in the next few days to see if my talents meet the District's needs..

Thank you for your time and consideration,



Cleia Grubb