

Jennifer J. Phillips

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To Whom it May Concern,

I am excited to apply for the Assistant Principal position with Loudoun County Public Schools . With over a decade of experience in education and a passion for empowering both students and teachers, I am eager to bring my expertise in instructional leadership, data-driven decision-making, and professional development to your team.

Throughout my career, I have consistently demonstrated a commitment to fostering student success and supporting teacher growth. As the Lead Elementary Early Intervention Specialist in Clayton County Public Schools, I spearheaded literacy and math interventions, facilitated professional development sessions, and presented schoolwide data to district leadership. These experiences honed my ability to analyze student performance, design targeted strategies, and mentor educators to achieve measurable outcomes.

My experience as a classroom teacher, Response to Intervention Chair, and New Teacher Mentor has provided me with a comprehensive understanding of the challenges and opportunities within schools. Whether collaborating with colleagues to develop standards-aligned lesson plans, supporting struggling learners with evidence-based interventions, or coaching new teachers, I have always prioritized creating a positive and inclusive learning environment.

In addition to my professional experience, I am currently pursuing an Ed.D. in Administration and Leadership at Liberty University, which has further deepened my knowledge of effective school leadership practices. My certifications and endorsements, including Georgia T-5, Virginia Elementary Education PK-6, and Griffin RESA Coaching and Gifted endorsements, equip me to lead with confidence and innovation.

I am drawn to Loudoun County Public Schools because of its commitment to equity in education and fostering innovative teaching practices. I am eager to contribute my skills and experience to support the district's mission and make a lasting impact on students and staff.

Thank you for considering my application. I would welcome the opportunity to discuss how my background aligns with your vision for Loudoun County Public Schools. Please feel free to contact me at 404-788-6282 or via email at mrs.jjphillips126@gmail.com to schedule a conversation.

I look forward to the possibility of contributing to your team and supporting the success of Loudoun County Public Schools.

Sincerely,
Jennifer J. Phillips