

April 17, 2019

To Whom It May Concern:

I am writing to express my interest in the part-time school psychologist position with CORA. I believe that the combination of my experiences and abilities make me an ideal candidate for this position.

As an experienced school psychologist with the Philadelphia public school system, I have extensive background working with students to identify their proficiencies and needs related to academic and socio-emotional functioning. I have honed strong clinical interviewing skills, built rapport and positive relationships with students and families, developed strategies to assist students in achieving their goals within the framework of the curriculum, provided referrals to appropriate resources, consulted with staff and outside agencies to assist with the implementation of these strategies, conducted functional behavior assessments in order to assist in creating an appropriate behavior plan for students, and provided counseling and crisis intervention support when needed. Further I worked within multi-tiered systems of support to monitor and provide services to students needing various levels of assistance.

I have extensive knowledge of current cognitive, academic, and behavioral testing used to make educational diagnoses. Over the years, I have strengthened my ability to analyze student data, formulate diagnoses, write comprehensive reports with appropriate recommendations, and communicate my findings effectively during meetings. When needed, I use cross battery assessment in order to get a more accurate picture of students' strengths and weaknesses. Accounting for cultural and linguistic biases in assessments has also been important given that I predominantly have worked with students who are culturally and linguistically diverse. I have evaluated students from preschool through high school with a wide range of disabilities (e.g., specific learning disability, autism, intellectual disability, other health impairment, and emotional disturbance). I also worked as the school psychologist for the district's alternative schools where I served students who received disciplinary transfers due to significant behavioral infractions or who were incarcerated. Further, I worked with older students who had previously dropped out of school or who had been retained multiple years.

In addition to working with students, I am capable of effectively relating to adults in various capacities. During my years in social service, I worked with diverse clients who faced difficult circumstances and various mental and behavioral health challenges. As a result, I developed the ability to communicate well with many types of individuals in a thoughtful and effective manner. Furthermore, my previous experience collaborating with colleagues and coordinating services through various agencies enabled me to function effectively within multidisciplinary teams which I have used to serve the needs of students, families, and school communities.

I have impeccable organizational skills. As a school psychologist, I managed a large caseload each year which required me to plan testing, schedule meetings involving various team members, and maintain updated confidential files on each student. I also ensured that other personnel and I completed our duties in compliance with federal law, knowing that failure to do so would risk costly litigation.

Having witnessed the effects of appropriate assessment and intervention services in children's lives, I place great value in the role a school psychologist can have within the school community. As my work and school experiences demonstrate, I possess the skills and dedication to your agency's mission that are necessary to be successful in this position. I greatly look forward to speaking with someone from CORA regarding this employment opportunity in the near future.

Sincerely,

Kimberly N. Jefferson, Ed.S  
*PA Certified School Psychologist*