

Education Program Coordinator Cover Letter

3587 Maryjo Viaduct East Isaiaston, CT 92372-3879

Dear Briar Pagac,

I submit this application to express my sincere interest in the education program coordinator position.

Previously, I was responsible for program designers & manager with recommendations to improve efficiency and effectiveness of program logistics and operations.

My experience is an excellent fit for the list of requirements in this job:

- Contribute to the development of data reports with relevant information for CEHS programs, including aggregate and synthesize all assessment data for the College and for multiple audiences
- Manage the Education Preparation Program assessment and accreditation reports for CAEP and other audiences
- Provide leadership and support to department chairs, program coordinators, SPA leaders, and others as needed to gather and manage annual data and reporting
- Apply knowledge and skills to complete annual reports and reviews for the College and its departments, including accreditation reviews, SPA, Board of Governors, CAEP Annual Report, and others
- Assist with the PECC and CAEP Subcommittee Meetings, including gathering essential information for the meetings, keeping all members up-to-date with decisions from meetings, and organizing and scheduling meetings
- Apply knowledge of teacher education program requirements to format and update curriculum summary sheets
- Maintain schedule and set up meetings for the assistant dean, formatting agendas and meeting notes as necessary
- Review/edit materials created for proper formatting, making necessary changes and printing final hard copies for supervisor review and signature

Thank you for considering me to become a member of your team.

Marion Harber