

July 21, 2006

Dear Mr. Smith,

Having worked at Susitna Elementary for the past five years with the past year under your direction, I am thrilled with the opportunity of interviewing for the librarian's position. Not only do I know many students and families, I understand the similarities and differences between Susitna's programs: the neighborhood program, the optional program, and the extended resource program. This position gives me the opportunity of creating a welcoming, learning environment in the library media center – the heartbeat of Susitna.

With my ten years of classroom experience, I bring the understanding of a classroom teacher into the library. I know the need of having a librarian who will be proactive in collaborating with individual classroom teachers, grade level teams, and the school as a whole. Because I have a positive working relationship with the staff, both certified and classified, I am confident we will work as a team to support the standards-based curriculum.

As well as teaching library skills, I will be able to use my training as a classroom teacher to guide students in finding appropriate reading leveled books, as well as using the library's resources to answer questions and find information. I also understand the importance of having a library collection of quality materials that supports the curriculum, students, staff, and families. I have extended experience using technology in the classroom and in Susitna's computer lab which I will continue to use in the library.

I believe that it is imperative that the librarian is visible throughout Susitna and not just in the library. Whenever possible, the librarian needs to be seen in the halls, the multi-purpose room, and the classrooms which will help promote the user-friendliness of the school's media center.

The Alaska Content Standards for Library/Information Literacy will drive my day-to-day teaching. To help promote literacy and the pure joy of reading in our students, I plan on promoting a school-wide reading initiative program. To encourage parents to become more active and introduce them to what happens in the library, I plan on hosting a Family Library Night once a month. This night will be similar to the First Grade Learning Lunches I promoted successfully three years ago.

I look forward to discussing these and other ideas that I have planned for Susitna's Library Media Center during the interview.

Thank you for your consideration,

Amy Brabec