

June 17, 2009

Ms. Mary Pylant  
Human Resources Department  
Metropolitan Nashville Public Schools  
2601 Bransford Avenue  
Nashville, Tennessee 37204



Dear Ms. Pylant:

Please accept this letter of application for your position of Executive Director of Charter Schools and Private Schools. I presently serve as Discipline Administrator for the Student Services Department of Metro Nashville Public Schools. I have been employed in the Metro Public School system for twenty-three years and in public education for thirty-six years as a teacher, assistant principal, principal, discipline coordinator and Discipline Administrator.

I have had the opportunity to work with students of all ages and grades. This experience has given me a great understanding of young adults, their way of thinking, and the pressures they experience in today's world. As a teacher, administrator, and in the Discipline Office I have had the opportunity to build a positive rapport with teachers, staff, parents, and the community where I have worked. These skills will benefit me to serve as your Executive Director of Charter Schools and Private Schools.

As well as my experience with young adults, families, and communities, I am organized, articulate, and have excellent communication skills. I am dedicated and willing to work until the requested task is complete, regardless of the amount of time required.

I believe my education and experience make me an excellent candidate for this position. I would sincerely appreciate an interview.

Sincerely,

*Mary W. Chambers*

Mary W. Chambers

Personal Resume  
of  
**Mary W. Chambers**  
706 Summerwind Circle  
Nashville, TN 37215  
Home-615 / 665-7006  
Work-615/259-8776

**Objective:**

To obtain employment with a progressive organization, using my management, organization, and personal relationship skills to further the growth and success of that company and myself.

**Education:**

**Middle Tennessee State University**, Murfreesboro, TN May 1996 ED.S in Administration and Supervision. Tennessee certification in Administration grades K-12

**Middle Tennessee State University**, Murfreesboro, TN May 1995 M.Ed. In Administration and Supervision

**Louisiana State University**, Shreveport, LA 1983-1984 Fifteen graduate hours towards M.Ed.

**Louisiana Tech University**, Ruston, LA 1973 Nine graduate hours towards M.Ed.

**Louisiana Tech University**, Ruston, LA 1969-1973 B.A. in Elementary Education. Specialization is science and social studies. Louisiana teaching certificate grades 1-8

**Experience:**

2008-Present Discipline Administrator, Metropolitan Nashville Public School System

- 2006-2008 Coordinator of Discipline, Metropolitan Nashville Public School System
- 2003-2006 Principal, Glenclyff Elementary School
- 2000-2003 Principal, Brick Church Middle School. Instrumental in building and opening a new building with grades 5-8
- 1997-2000 Assistant Principal, J.T. Moore Middle School
- 1994-1997 Science and IPS teacher at J.T. Moore Middle School  
Principal Designee
- 1985-1994 Science, IPS, Math, and Social Studies teacher at DuPont Hadley Middle School
- 1977-1985 Louisiana Public Schools teaching middle school Science, Social Studies, and Math
- 1973-1977 Louisiana Public Schools teaching first grade

**Sponsored Activities:**

- 2008-2009 ISS Restructuring Team, Student Services Leadership Team, Superintendent's Designee for Discipline Appeals, Director of Ombudsman Program, Discipline Office Administrator, Coordinator of MAC (Making a Change) Program, Project Manager for District Discipline Plan
- 1994-1997 Science Core Curriculum Committee  
Participant in Core Knowledge Convention in Atlanta  
Science Textbook Selection Committee  
Team Leader  
Inclusion Committee member  
Sponsored Total Inclusion class  
Fun With Science/ DuPont  
Science Link  
Science Department Head  
Faculty Advisory Committee Chairman  
Director of Science Fair  
Principal Designee  
Member of Interview Committee  
Presenter of Science Workshops for TSTA  
Presenter of Science Workshops for NSTA  
Presenter and Planning Committee Summer Science Workshops at the Cumberland Science Museum

- 1992-1994 Team Leader  
Pro Team Coordinator  
Yearbook Sponsor  
Pencil Partner Coordinator  
Cheerleader Sponsor  
Science Department Chairman  
Science Link  
Fun With Science/DuPont
- 1990-1992 Team Leader  
Pro Team Coordinator  
Yearbook Sponsor
- 1987-1990 Student Council Sponsor  
"Just Say No" Sponsor  
Team Leader
- 1985-1987 Student Council Sponsor  
Pro Team Coordinator
- 1983-1985 Youree Drive Pep Squad Sponsor  
Science Fair Coordinator
- 1981-1982 Junior Class Sponsor  
Junior Prom Coordinator  
Dance Team Sponsor
- 1977-1981 Junior High Cheerleader Sponsor  
Science Fair Coordinator  
Regional Science Fair Representative

**Special Awards:**

- 2005 Inducted into Alpha Psi Educational Honor Society
- 2002 Principal's Leadership Academy Nashville coordinated by Vanderbilt University
- 1998 Tennessee Representative for the Presidential Award for Excellence in teaching Math and Science
- 1996 Teacher of the Year J.T. Moore  
Educational Foundation Grant "Moore-rassic Park: Where Dinosaurs Walk"  
Educational Foundation Grant "Small but Beautiful World"  
Science Activity Award

- 1995 Phi Kappa Phi for academic excellence
- 1992 State Department of Education Grant "Activate the Mind"  
Education Foundation Grant "Water, Water Everywhere but not a Drop to Drink"
- 1983 Teacher of the Year at school level
- 1982 Teacher of the Year at school level

**References:**

Mr. Ralph M. Thompson, Assistant Superintendent, Metro Nashville Public Schools, 2601 Bransford Ave., Nashville, TN 37204 615 259-8773

Mr. Alvin Jones, Director of Attendance and Discipline, Metro Nashville Public Schools, 2601 Bransford Ave., Nashville, TN 37204 615 259-9486

Dr. Margaret Bess, Associate Assistant Superintendent, Metro Nashville Public Schools, 2601 Bransford Ave., Nashville, TN 37204

Councilman Phil Ponder, 4120 Andrew Jackson Parkway, Hermitage, TN 37076 615 883-5149