

RECEIVED

2008 JUN 23 AM 10:34

SCHOOL BOARD  
OFFICE

000012

June 17, 2008

Maritza D. Tamayo  
61-20 Grand Central Parkway  
Suite B1404  
Forest Hills, NY 11375

Pinellas County School Board  
301 Fourth Street SW  
PO Box 2942  
Largo, FL 33779-2942

Dear School Board,

Due to personal reasons, I find myself in the job market for the first time after 20 years. In addition to my own outreach and networking efforts, I am searching for an excellent school district where my education and experience can be maximized. I would like to discuss the Superintendent position listed for Pinellas County School Board.

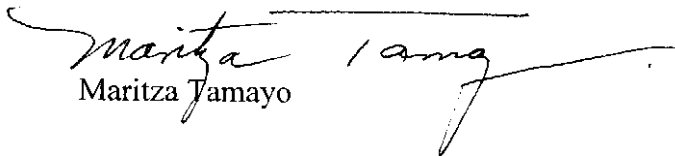
My career until now has been marked by success at every step, beginning with my first teaching assignment. I am certain that my educational background and knowledge, as well as my managerial ability, will make me an asset to any institution. The strengths that I possess for success in this position include but are not limited to the following:

- \* I successfully lead a high school for 10 years;
- \* I am a self-starter;
- \* I am eager to learn new things;
- \* I strive for continued excellence.

I am confident that working together, educators, students and families, we can increase the learning potential of our children and plan with them a better future.

I am looking forward for further communication with you.

Sincerely,

  
Maritza Tamayo

**Maritza D. Tamayo**  
**61-20 Grand Central Parkway**  
**Suite B1404**  
**Forest Hills, NY 11375**  
**917-805-6358, 347-623-5121**  
[md82quez@aol.com](mailto:md82quez@aol.com)

**Objective**            **Obtain an administrative position where my solid educational background, diverse experience and skills contribute to the academic progress of a school community.**

**Education**

<i>Professional Diploma in School Administration and Supervision</i> <b>St. John's University, Jamaica, NY</b>	<i>June 1993</i>
<i>M.A. in Romance Languages</i> <b>The City College of New York, NY, NY</b>	<i>June 1978</i>
<i>B.S. in Biology</i> <b>The City College of New York, NY, NY</b>	<i>June 1977</i>

**Career History**

**NYC Department of Education,** *Sept. 1995-Dec. 2007*  
**Unity High School, Principal, Assistant Principal**

- Provided leadership for an alternative high school serving over-aged under-credited students.  
Designed and implemented a comprehensive professional development program. Focused on an analysis of student work using book discussions, data and holistic approaches. ELA and Math coaches from *NYU Metro Center for Urban Education* worked closely with all teachers focused on literacy across the curriculum, creating journals and rubrics for each discipline.
- Regent test performance, graduation rates and college acceptances met all of the state, city and region/district targets on an annual basis.
- Collaborative Team Teaching for Special Education students contributed to greater number earning local and Regents endorsed diplomas.
- Established a strong outreach attendance program resulting in the improvement of the overall attendance rate from 56% to 85% on an annual basis. Dropped out rate decreased from 16.7% (1997) to 0% (2003).
- Created a variety of technology programs focused on employability skills. *The Children's Educational Movement* and *The Stock Market Game Program* supported this endeavor.
- Organized a support program for students in crisis ranging from housing to legal assistance to part-time employment. *The Door*, the school's community partner, sponsored an adolescent clinic, Young Leaders groups, job readiness and college preparation programs.

- Partnered with *Citibank* and *SONY* to provide financial resources and also internships, summer jobs, mentoring and scholarships.
- Created a complex teaching schedule resulting in a greater number of classes based on individual student needs.
- Created Empowerment Groups and a student conflict resolution team to reduce the suspension rate and maintain a safe school. No crimes against persons or property occurred in the 2005-07 school years.
- Participated with *The Fund of The City of New York* in compiling and editing a citywide Family Group Manual.
- Received Proficient School rating from the Quality Review Team.
- Supervised an evening ESL/GED site for Adult Education.
- Consistently earned high annual evaluations ratings. Received CSA Supervisory bonus incentives in 2002 (\$5,000) and 2004 (\$15,000), and an Excellence Award in 2005.

**NYC Department of Education,** *Sept. 1989-August 1995*  
**Rosewood High School, Riker's Island, Teacher, Assistant Principal**

- Taught introduction to Spanish language and Hispanic culture class.
- Coordinated the implementation of the GED program in English and Spanish.
- Created and coordinated a tutorial program for potential high school graduates.

**United Business Institute,** *Rego Park, NY Sept. 1982- June 1989*  
**Director, Assistant Director, Teacher**

- Supervised twenty business and language teachers.
- Planned, budgeted and supervised student recruitment and completion of academic programs.
- Developed and implemented a special ESL program for Russian immigrants.

**City College of New York, CUNY** *Sept 1977-June 1979*  
**Adjunct Lecturer Romance Languages Department**

- Taught introductory Spanish to incoming college students.
- Conducted lessons using different language learning approaches.
- Taught the Summer Language Immersion Program for elementary school teachers who needed foreign language credits.

### **Skills**

- Complete fluency in English and Spanish.
- Excellent interpersonal skills.
- Good written and verbal communication skills.
- Solid technology background.

## REFERENCES

*Dr. Michele Cataldi,*  
H.S. Principal/Mentor  
2217 Townsend Ave  
Pelham, NY 10803  
914-525-5158  
914-738-1421

*Elaine Gorman,*  
Manhattan High Schools Superintendent  
333 Seventh Avenue,  
NY, NY  
212-335-6756

*Ryntha Henderson\_Amare*  
Alternative and Adult Continuing Education  
NYC Department of Education  
718-361-9480

*Richard Organisciak*  
New Rochelle Superintendent  
515 North Avenue  
New Rochelle, NY 10801  
914-576-4200

The University of the State of New York  
THE STATE EDUCATION DEPARTMENT  
Office of Teaching  
Albany, New York 12234

America's Job Bank ([www.ajb.org](http://www.ajb.org)) is an easily accessible nationwide job bank that helps job seekers and employers connect. This service provides job seekers a method to post their resumes on the Internet. Employers regularly search this database to find suitable candidates for their job openings. This service is available *free* to job seekers and employers.

It is expected that a certified teacher be knowledgeable of New York State's new learning standards. For information about the learning standards and new State assessment system, please visit the Department's web site at <http://www.nysed.gov> or write to the Office of Curriculum, Instruction and Assessment, New York State Education Department, Albany, NY 12234.

MARITZA D. TAMAYO  
61-20 GRAND CENTRAL  
PKWY APT B1404  
FOREST HILLS NY 11375

University of the  
Education



State of New York  
Department

**Public School Teacher Certificate**

*This certificate, valid for service in the public schools, is granted to the person named below who has satisfied the requirements prescribed by the State Education Department.*

**MARITZA D. TAMAYO**

Certification area: SCHOOL ADMINISTRATOR/SUPERVISOR

\*Form: PERMANENT  
(over)

Certificate number: 121483956

Effective date: 09/01/01

Control number: 277486031

Given under the authority of  
the State Education Department

*Charles C. Mackey, Jr.*  
Administrator, Teacher Certification

*Arthur P. Will*  
Commissioner of Education

# The University of the State of New York

This certificate, valid for service in the public schools, is granted to the person named below who has satisfied the requirements prescribed by the State Education Department.

## The State Education Department Public School Teacher Certificate

MARITZA D FAHAYO  
93-54 QUEENS BLVD.  
APT.# 3-H  
REGO PARK  
NY 11374

Certification area: SCHOOL DISTRICT ADMINISTRATOR

\* Form: PERMANENT  
Effective date: 09/01/93

Certificate number: 121483956  
Control number: 506449931

Given under the authority of the State  
Education Department

*Thomas S. Sullivan*  
Commissioner of Education

(OVER)

282683



READ  
INSTRUCTIONS

ON REVERSE  
SIDE

2-002753

CUT OFF  
THIS STRIP

READ INSTRUCTIONS

ON REVERSE SIDE

K12377

# The University of the State of New York

This certificate, valid for service in the public schools, is granted to the person named below who has satisfied the requirements prescribed by the State Education Department.

## The State Education Department Public School Teacher Certificate

MARITZA D TAMAYO  
93-54 QUEENS BLVD.  
APT. # 3-H  
REGO PARK

NY 11374

Certification area: SPANISH 7-12

\* Form: PERMANENT  
Effective date: 02/01/92

Certificate number: 121483956  
Control number: 416356921

Given under the authority of the State  
Education Department

*Thomas S. ...*  
Commissioner of Education

(OVER)

CUT OFF THIS STRIP

244353

READ INSTRUCTIONS

ON REVERSE SIDE

90-9645

CUT OFF THIS STRIP