

1. Counselor
2. Assistant Principal

Allison Cobb
5005 Quail Creek Drive
McKinney, Texas 75070

April 2, 2004

To Whom It May Concern:

Please consider me as an applicant for the position of Elementary School Assistant Principal or Counselor. As you see from my resume, I have had the opportunity to instruct children and teachers at various levels and in a variety of content areas. I am a quick learner and offer a proven ability to master new concepts and programs. In fact, I believe a quality of a good leader is to be able to empathize with the employees and experience what each of his/her jobs entail. This is why I have tried to diversify my roles as an educator.

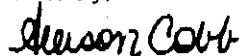
I attended Southwest Texas State University and received my undergraduate degree in Elementary Education with a specialization in Health Education and English. I am also Early Childhood, English as a Second Language and Generic Special Education certified. I graduated in May of 1994 from the University of Houston with a Master's degree in Education (Educational Psychology) and an emphasis in Individual Differences. In addition, I completed requirements for Principal Certification at Texas Woman's University, and most recently, requirements for my LPC (Licensed Professional Counselor)/LMFT (Licensed Marriage and Family Therapist) and School Counselor certifications at Dallas Baptist University.

I have had three years of administrative experience in varying capacities, serving as an Elementary Principal, Assistant Principal, and Department Head/Director initiating the development of the University demonstration preschool at West Texas A&M University. Additionally, I served for four years as the site director for the Voyager after school program at Smith Elementary and for the ESI after school program at Shawnee Trail Elementary, both in Frisco ISD.

In addition, I have had experience as a school counselor. I completed my counseling internship at the alternative campus in Frisco ISD. The campus housed elementary, middle and high school DAEP as well as BAU students. As part of my internship requirements, I met with students individually and in group settings. I currently serve as an elementary school assistant principal and counselor. In my role as counselor, I have served as campus coordinator for TAKS/SDAA testing to a campus with a population of approximately 500 students. I chair the Student Support Team and 504 committees and conduct individual as well as group counseling sessions. I visit the classrooms on a daily basis to fulfill my obligations for classroom guidance. I have presented Boys Town Common Sense Parenting classes as well as Boys Town self-discipline strategies to educators, students and parents. As requirements for my LPC/LMFT practicum, I supervised court-ordered visitations with Hannah's House (Irving, Texas), and counseled clients for individual, group and marriage and family counseling at DaySpring Counseling Center, also in Irving.

I have included my application for employment with your district as well as a current resume. I will gladly provide any additional information or references that you deem necessary. I will also be happy to arrange an interview at your convenience. Please let me know if I may be of further assistance. Thank you for your time and consideration.

Sincerely,


Allison Cobb

ALLISON COBB
 5005 Quail Creek Drive
 McKinney, Texas 75070
 (469)569-1137

CAREER OBJECTIVES: To acquire a leadership position unifying all entities involved in the educational process including the community, parents, teachers, and other administrators to ultimately help children become lifelong learners and productive contributors to society.

EDUCATION: B.S. Elementary Education, 1984-1989
 Southwest Texas State University, San Marcos, Texas

M.Ed. Educational Psychology, 1992-1994
 University of Houston -University Park, Houston, Texas

Principal Certification, 1999-2000
 Texas Woman's University, Denton, Texas

School Counselor, LPC, LMFT Certifications, 2001-2003
 Dallas Baptist University, Dallas, Texas

WORK EXPERIENCE:

08/03 - Present

Van Alstyne Independent School District
 Van Alstyne, Texas
 Assistant Principal/Counselor
Responsibilities: To serve as an assistant to the building principal. Responsible for 500 students and approximately 50 staff members. Duties include serving as a liaison between the community and school, coordinating campus TAKS, SDAA, COGAT and ITBS testing, chairing Student Support Team, 504 and attendance committees, heading ARD meetings, serving on GT and LPAC committees, staff development training, individual and school-wide discipline, coordinating six-week assemblies, student council chair, classroom guidance, individual and group counseling, conducting teacher appraisals, gathering cum data.

8/97 - 5/03

Frisco Independent School District
 Frisco, Texas
 Special Education Teacher
Responsibilities: To serve as a resource teacher to children in K-5th grades. Responsible for 10 special education students as well as 70 at-risk students. Duties include testing, placement and instructional decisions, as well as writing individualized education plans for each student and attending ARD meetings to determine placement. Daily activities include math, language, reading, and basic skills which are directly related to objectives stated on the I.E.P. and the formation and instruction of groups of children who are at risk in language, math and social skills. Work hours are from 7:45 a.m. to 3:45 p.m. Duties after these hours include attending in-service and staff meetings, preparing the classroom, conducting parent conferences, parenting classes, and staff development presentations.

8/96-2/97

Our Lady of Guadalupe School

Amarillo, Texas

Principal

Responsibilities: To serve as educational and spiritual leader of the school (PK-3) and executive officer of the school board, comply with TCCED and TEA regulations, submit reports and keep records, direct the process of requisitioning, distributing, and accounting for textbooks and equipment, develop curriculum, supervise, hire and dismiss teachers and paraprofessionals, establish guidelines for discipline and resolve school related conflicts of students, staff, parents or community, demonstrate effective communication skills among all parties involved with the school, comprehensive administration of the school including budgeting, personnel management, marketing, scheduling, staff development, and liaison between the school, central office and community.

8/95-6/96

Bushland Independent School District

Bushland, Texas

PPCD and Resource Special Education Teacher

Responsibilities: To implement Bushland's first Preschool program for children with disabilities and serve as a resource teacher in the afternoons. Responsible for 11 children ranging in age from 3 to 11. Duties include testing, placement and instructional decisions as well as writing individualized education plans for each student and attending ARD meetings to determine placement. Daily activities include Math, Language, Reading, basic and self-help skills which are directly related to objectives stated on the I.E.P. Work hours are from 8:00 a.m. to 4:00 p.m. Duties after these hours include attending in-service and staff meetings, preparing the classroom and conducting parent conferences.

8/94-7/95

Amarillo Independent School District

Amarillo, Texas

Head Start Teacher

Responsibilities: To develop the first full-day, ESL, Head Start program in A.I.S.D. Responsible for Language Arts, Math and Center activities for 17 children. Work hours are from 8:00 a.m. to 3:45 p.m. Duties after these hours include attending in service and staff meetings, preparing the classroom and conducting parent conferences.

7/93-5/94

West Texas A&M University

Canyon, Texas

Department Head, Director, Lead Teacher

Responsibilities: To initiate a developmental preschool from the ground up, to be used as a demonstration school for the students of WTAMU, as well as supervise and teach the two year-old class. Work hours are from 7:30 a.m. to 5:30 p.m. Duties include planning language and math lessons for the two year-olds as well as assembling developmentally appropriate learning centers, holding parent conferences, supervising teachers and student assistants working directly with the children, comprehensive administration of the school, including

budgeting, licensure, personnel management, marketing, scheduling, staff development, and liaison with the University and the community. Duties also include collaboration with The Discovery School Advisory Board in developing and implementing curriculum, general operational guidelines, and other integral facets of The Discovery School.

8/89-7/93

Alief Independent School District

Houston, Texas

Kindergarten teacher

Responsibilities: Responsible for language arts, Montessori, and math activities for forty children. Work hours are from 7:45 a.m. to 3:30 p.m. Duties after these hours include attending in-service and staff meetings, preparing the classroom, and conducting parent conferences.

**PROFESSIONAL
ENHANCEMENT:**

TEPSA Member, Attend Reading Recovery Conference, Trained in High Scope, Boys Town Social and Parenting Skills, Project Read, Learning Styles, Reading Styles, Gifted and Talented, and various other educational disciplines.

ACHIEVEMENTS:

Fall 1997: Nominated to serve on the Frisco I. S.D. Advisory Board
 Fall 1996: Nominated as a Region XVI School Support Team Member
 Spring 1995: Task Force on Head Start from Washington, D.C. chose my classroom as one of two to interview and observe.
 Spring 1993: Initiated into Kappa Delta Pi International Honor Society in Education and Phi Delta Kappa Educational Fraternity
 Spring 1992: Alief ISD Teacher of the Year Nominee
 Fall 1989: Dean's List
 Spring, 1989: Candidate for membership in Outstanding College Students of America
 Spring 1988: Who's Who in American Educators

CERTIFICATION:

Texas Elementary (1-8) certificate (Health Education, English), Early Childhood Education, English as a Second Language, Generic Special Education, Principal, School Counselor, Instructional Leadership Development/Professional Development Appraisal System, Boys Town Common Sense Parenting Certified Trainer, Practical Parent Education Certified Trainer, Certified Prepare/Enrich Test Administrator

References**Professional**

Sandra Bodak, Principal, Van Alstyne ISD
P.O. Box 2167
Van Alstyne, Texas 75495
Home: (903)482-6123
Work: (903)482-8822

Mique Allison, Principal, Van Alstyne ISD
P.O. Box 155
Van Alstyne, Texas 75495
Cell: (903)814-2488

Denise Ludlow, Counselor/Intern Supervisor, Frisco ISD
2817 Loftsmoor Lane
Plano, Texas 75025
Home: (972)396-7529
Work: (469)633-6000

Charlotte Mooneyham, University of North Texas
P.O. Box 621
Frisco, Texas 75034
Home: (940)363-9196

Alicia Richmond, Principal, Frisco ISD
11217 Prestige
Frisco, Texas 75034
Home: (972)335-4306
Work: (469)633-6800

Debbie Lair, Special Education Coordinator, Frisco ISD
7159 Hickory Street
Frisco, Texas 75034
Work: (469)633-6922

Personal

Anne Sheridan
11700 Lebanon Road #1822
Frisco, Texas 75035
Home: (214)387-9094
Work: (469)633-2751

Bob and Erin Boles
4310 Bretton Bay Ln.
Dallas, Texas 75287
Home: (972)250-1558
Erin's Work: (972)931-1333

Lourdes Corey
4428 Stromboli
Plano, Texas 75093
Cell: (469)628-4024

Lake Travis Independent School District Application for Professional Employment

INSTRUCTIONS: The applicant should exercise the greatest care in preparing this application. Information given herein is in the nature of a representation and if incorrect on a material fact will constitute sufficient cause for cancellation. Do not omit any item. This application will remain active for twelve (12) months from the date of application and may be extended only by written request.

Name Cobb Last Allison First 8.B. No. [REDACTED]

Present Address 5005 Quail Creek Drive McKinney, Tx. 75070

Until 20 Phone (469)569-1137

E-mail apcobb@ednet10.net

Permanent Address SAME AS ABOVE

Until 20 Phone _____

E-mail _____

If interested in substitute teaching:

Grade Levels _____ Subject Areas _____

Days of Availability _____ Exceptions _____

Position(s) for which Application is made:

- TEACHER LIBRARIAN ADMINISTRATOR: Prin / Asst Principal
(Specify)
- TEACHER/COACH COUNSELOR OTHER _____

Grade Level Preference: Elementary Middle School High School

Total Years of Educational Work Experience 15

STAMP
DATE
RECEIVED

Educational Level: Less than Bachelors Bachelors Masters/Doctorate

Type of Teaching Certification:

x Texas Specify Areas: Prin., Counselor, Sp. Ed., ESL, Early Childhood, Eng., Self-Contained (1-8)

____ Texas One-Year Specify Areas: _____

____ Texas, Pending Specify Areas: _____

____ Out of State. (State) _____ (Specify Area)

____ None

Special Endorsements _____

Reasonable accommodation is available to permit applicant to participate in the job application process. Please advise of any accommodation you feel is needed.
Lake Travis I.S.D. considers applicants for all positions without regard to race, color, national origin, age, religion, race, sex, marital or veteran status, the presence of medical condition, disability, or any other legally protected status. An Equal Opportunity Employer.

Name Cobb Last Allison First

PREVIOUS EXPERIENCE ("See Resume" is not sufficient)

Furnish all information in sufficient detail to enable an administrator to determine your qualifications. Show each position you have held, listing most recent employment first (student teaching experience if first-year teacher). If you were employed under a name other than the one used on this application, please indicate.

Have you ever been employed? Yes No Are you presently employed? Yes No

Date of Employment: From: August 03 To: Present Salary: \$50,500

Name of Employer: Van Alstyne ISD Address 201 S. Newport Van Alstyne, Tx.
(City and State) 75495

Business Phone: (903)482-8822 Name of Immediate Supervisor: Sandra Bodak

Title of Position you held: Assistant Prin./Counselor Reason for Leaving: Promotion/Single rather than dual role

Assignment and Duties: PPAS appraiser, Chair Student Support Team, Attendance Comm. 504 Committee, School-wide and Individual discipline, Head ARD meetings, etc..

Date of Employment: From: August 97 To: May 03 Salary: \$42,800

Name of Employer: Frisco ISD Address 7159 Hickory St. Frisco, Tx. 75035
(City and State)

Business Phone: (469)633-6000 Name of Immediate Supervisor: Alicia Richmond

Title of Position you held: Special Education Teacher Reason for Leaving: Promotion

Assignment and Duties: Resource Teacher to students in K-5th grades, testing, ...

Date of Employment: From: August 96 To: February 97 Salary: \$26,000

Name of Employer: Our Lady of Guadalupe Address 1210 E. 11th St. Amarillo, Tx. 79102
(City and State)

(Home)
Business Phone: (806)383-3339 Name of Immediate Supervisor: Sister Cornelia Knesek

Title of Position you held: Principal Reason for Leaving: Husband transferred job to Dallas

Assignment and Duties: To serve as educational and spiritual leader of the school, Executive officer of school board, Comply with TCCED and TEA regulations, submit reports, keep records, direct process of requisitioning, etc...

Date of Employment: From: August 95 To: June 96 Salary: \$27,000

Name of Employer: Bushland ISD Address P.O. Box 60 Bushland, Tx. 79012
(City and State)

Business Phone: (806)534-2221 Name of Immediate Supervisor: Gary Douglass

Title of Position you held: PPCD/Resource Teacher Reason for Leaving: Promotion to Principal

Assignment and Duties: Implement Bushland's first PPCD Program, serve as resource teacher in afternoon, testing, placement, ARD meetings, parent Conferences...

MAY WE CONTACT: Present Employer? Yes No Former Employers? Yes No

Circle the Extracurricular Activities You Can Direct: Yearbook Newspaper Drill Team Cheerleaders Speech/Drama Student Council

Are you interested in coaching athletics? Yes _____ No X

If so, what sport(s)? _____ Girls or Boys _____

What coaching experience do you have? _____

EDUCATION/TRAINING ("SEE RESUME" IS NOT SUFFICIENT)

COLLEGE OR UNIVERSITY	Names and Location of School	Dates Attended		Number of Sem. Hrs. Completed	Graduated		Type of Degree	Major Field of Study	Grade Point Average
		From Mo/Yr	To Mo/Yr		Yes	No			
	Dallas Baptist	6/01	5/03	36		Non-Degree	Coun.	[REDACTED]	
	Tx. Woman's Univ.	6/99	12/00	24		Non-Degree	Prin.		
	Tx. Tech University	Fall	1996	3		Non-Degree	Prin. Ed.		
	Univ. of Houston	1/92	5/94	36	Yes	M. Ed.	Psych.		
	Southwest Tx. State	8/84	5/89	138	Yes	B.S. Ed. Elem.			

Overall grade point Average: Ed:

PROFESSIONAL REFERENCES ("SEE RESUME" IS NOT SUFFICIENT)

List names of four references capable of giving information about your teaching and preparation for teaching. Include at least one administrator for each of your teaching positions. Do not list relatives.

Full Name of Reference	Position	School Address		
		School District	Street/City/State/Zip	Phone Numbers
Sandra Bodak	Principal	Van Alstyne ISD	201 S. Newport VA, TX. 75495	(wk) (903) 482-8822 (Hm) (903) 482-6123
Charlotte Mooneyham	Prin.	Frisco ISD	7159 Hickory Frisco, Tx. 75034	(wk) (940) 365-9196 (Hm) (940) 365-9196
Alicia Richmond	Prin.	Frisco ISD	7159 Hickory Frisco, Tx. 75034	(wk) (469) 633-6800 (Hm) (972) 335-4306
Denise Ludlow	Counselor Intern	Frisco ISD	Centennial High	(wk) (469) 633-6000 (Hm) (972) 396-7529

Supervisor

Specify any awards, honors, organizations, activities, etc., applicable to the position for which you are applying.

High School FLUFFS-Freshman football girls group, Young Life, Marquette's Drill team, Student Council Rep., Miss Teen of Texas
 College Dean's List, Alpha Delta Pi Historian, Historian of Hall Council, Alpha Delta Pi Sorority
 Professional Teacher of Year Nominee, Kappa Delta Pi, Phi Delta Kappa, Region XVI
 School Support Team Member.

PROFESSIONAL DATA ("SEE RESUME" IS NOT SUFFICIENT)

List special career-related workshops you have attended/presented as well as any areas of specialty such as Whole Language, etc.
Boys Town Common Sense Parenting/Social Skills Curriculum, National Council for Teachers of Mathematics, Collin County Co-op, TAKS/SDAA Training, Behavior Modification Training

STATE YOUR PHILOSOPHY OF EDUCATION (Attach an additional sheet, if necessary)

I believe that every child should be given the opportunity to reach his maximum developmental potential. This includes making him feel an integral part of the classroom setting by giving him love and understanding, and also providing challenging materials in an intellectually rich and stimulating environment. These materials, along with the atmosphere of the classroom, should help the child develop initiative, imagination, independence, curiosity, ingenuity and resourcefulness. Although these all contribute to the physical and emotional well-being of the child, the teacher is the most important factor. She should help foster positive self-concepts by respecting the values and uniqueness of each individual child. She should be willing to listen and show enthusiasm toward her profession. Most of all, she should genuinely love and respect each child as an individual, because her love and

Do you have a relative who is either a member of the Lake Travis Board of Trustees or who is employed in any capacity in the District?

Yes ___ No X If yes, please give the following information:

Name of Relative _____ Relationship _____ Position Held _____

Have you established a placement file? Yes ___ No X

If yes, where _____

Have you ever failed to be renewed or have you been discharged from a teaching position? Yes ___ No X

If yes, where and when _____

Have you ever been convicted of a felony or offense involving moral turpitude? Yes ___ No X

If yes, please state where, when, and the nature of the offense: _____

(Conviction of a felony is not an automatic bar to employment. The district will consider the nature, date, and relationship between the offense and the position for which you are applying.)

I hereby certify that the above information to the best of my knowledge is true, and complete. A FALSIFICATION OF THE RECORD WILL BE SUFFICIENT CAUSE FOR DISQUALIFICATION. Furthermore, it is understood that this application becomes the property of Lake Travis I.S.D. which reserves the right to accept or reject it.

Return To:

Lake Travis I.S.D. Human Resources
3322 Ranch Road 620 South
Austin, TX 78738
Telephone: (512) 533-6024
Fax: (512) 533-6001

Deborah Cobb 4/02/04
Signature of Applicant Date

FOR DISTRICT USE ONLY

REFERRALS:

INTERVIEWED BY: _____ DATE _____

Comments: _____

Philosophy of Education (continued)

acceptance is what keeps the child ever-striving to successfully continue his education. Thus, becoming a lifelong learner, a productive citizen, and a contributor to the positive development of our world and to those who are yet to come.