

# JEFFREY REYNOLDS

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Dear Jaime Schmitz,

I would like to express my interest in applying for the Upper Primary Classroom teacher position. After conversing with former and current Renaissance College teachers and administrators, I feel that many aspects of the school align closely with my values and beliefs as an educator. I hope my brief cover letter and CV, as well as my references, will give you a sense of who I am as an individual and as a professional and that we can converse in the future about a potential employment opportunity starting in the 2018–2019 school year.

I am currently in my eleventh year of teaching the IBPYP – nine years as a classroom teacher and two as a dedicated Math Specialist. I have been a Grade Level Leader on two occasions, with a team of five teachers and 125 students. I enjoy working within the framework of the PYP and have found that my vision of best practice aligns well with schools that are flexible and open to a variety of ideas and professional development.

I believe that building positive relationships is the cornerstone of a successful school. These relationships need to be built on a mutual respect and understanding that all stakeholders are valued and have the ability to grow as a community of learners, not just students, but faculty, parents, administration and staff as well.

My approach to teaching and learning is to be well-planned, but flexible, serious in my intentions, but light and humorous in my delivery. I create engaging lessons that allow students to inquire, make personal choices and that are open-ended, challenging and differentiated. I ensure that criteria for success is known to students so as to provide fair and honest feedback that is formative and timely.

I believe that being an effective teacher means being an effective collaborator and a life-long learner. Both of these qualities require being open to new ideas and a willingness to view and be viewed with a critical eye.

In closing, I feel that I am a teacher who would be involved in the future success of the school and community beyond the four walls of the classroom. I have a passion for innovation, a sense of adventure, an enjoyment of coaching and volunteering, and feel that I am as much a learner as I am a leader.

Jeffrey T. Reynolds



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Toronto, Canada

# JEFFREY REYNOLDS

## WORK EXPERIENCE

### UNITED NATIONS INTERNATIONAL SCHOOL OF HANOI

Grade 4 Teacher | 2016–Present

- Created online learning space used as the template throughout the lower school
- Coached basketball, assistant directed the grade 3 to 5 musical and ran after school activities in drama and art

### CANADIAN INTERNATIONAL SCHOOL OF HONG KONG

Math Specialist | 2014–2016

- Coordinated and ran training for teachers as well as information sessions for parents on mathematical instruction
- Designed and piloted new continuum-based reporting system
- Collaborated with students and teachers in and out of classrooms from Pre-Reception to Grade 6

Grade Leader | Grade 4 Teacher | Grade 2 Teacher | 2009–2014

- Created and implemented first Google Drive system for collaborative planning and documentation
- Chaired committees in School Operations and Mathematics
- Responsible for supervising Grade 4 Team consisting of five classes, overseeing grade wide initiatives and planning

### UTAHLOY INTERNATIONAL SCHOOL OF GUANGZHOU

Grade 3 Teacher | 2007 – 2009

- Helped to create and trial a new scope and sequence as the chair of the Learning and Teaching Technology committee.
- Ran professional development for teachers on the use of interactive white boards and digital portfolios.

## RELEVANT PROFESSIONAL DEVELOPMENT

Add+Vantage Math Recovery, SIOP English Language Instruction, Structured Word Inquiry, Making Thinking Visible, Google Apps for Education, SHARP Reading, First Steps Literacy (Trainer), Mathematics in the PYP, Action in the PYP, Special Education Additional Qualification

## EDUCATION

### MONASH UNIVERSITY | AUSTRALIA

Graduate Diploma of Primary Education | 2006

### UNIVERSITY OF GUELPH | CANADA

Bachelor of Arts, Drama (Honours) | 2005



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## REFERENCES

### MEGAN BRAZIL

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### DAVE MCMASTER

Former Head of School at Canadian International School of Hong Kong

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