Carla F. Shelton

[redacted]

April 25, 2022

Dr. Frank Rodriguez
Superintendent
Beaufort County School District
2900 Mink Point Boulevard
Beaufort, SC 29902

RE: Principal of Beaufort High School

Dear Dr. Rodriguez:

I am writing to express interest in the newly available ***Principal of Beaufort High School*** position with the Beaufort County School District. With the knowledge and skills obtained during my tenure as a building-level principal and assistant principal for the past 17 years, coupled with an additional 16 years of combined experience as a school counselor and teacher, I am confident I can lead Beaufort High School to a new level of excellence.

Beaufort High School dramatically appeals to me because of its commitment to promoting excellence in academic and extra-curricular programs, creating a safe learning environment, and closing achievement gaps for all students. I share the same dedication and uncompromising view that all students can learn. As a school leader, I work hard to ensure student and adult learning is the priority, support and challenge staff, build a trusting school culture, and create shared responsibilities for student performance. My leadership, school counseling, and teaching experiences have allowed me to work with diverse students and school communities in many capacities. I have an extensive background in data-driven instruction, Formative Instructional Practices (FIP), John Hattie's Visible Learning for Teachers, literacy and numeracy strategies, strategic professional learning communities, STEM education, and promoting a safe school environment (Positive Behavior Intervention Support). Also, I was awarded National Principal Mentor Certification by the National Association of Elementary School Principals.

As a building-level leader, my record for improving a school's overall academic performance demonstrates my commitment to continuous improvement. As principal of Greenbrier High School, the school improved in the areas of Content Mastery [90.7 to 91.6], Readiness [87.9 to 88.7], and School Climate [87.50 to 88.80] on the 2019 College and Career Ready Performance Index. As principal of **Thomson High School**, the school experienced the most significant improvements in the annual CCRPI in the following areas: Overall CCRPI Score increased from 62.0 (2016) to 63.7 (2018); Content Mastery increased from 44.3 (2016) to 47.7 (2018); Progress increased from 73.8 (2016) to 75.7 (2017); the 4-Year Cohort Graduation Rate increased from 76.7 (2016) to 81.2 (2018); the School Climate rating increased from 76.7 (2016) to 81.2 (2017); Student Attendance increased from 67.13 (2016) to 79.76 (2018), and School-Wide Attendance Score increased from 90.31 (2016) to 92.68 (2018). Finally, as **Harlem Middle School** principal, the school received the GaDOE's High Progress Reward School award in 2016 and 2017. HMS remains the only middle school in the Columbia County School District to receive this award. During my tenure as principal, HMS experienced exponential growth in ELA, reading, science, and social studies by implementing innovative instructional strategies and best practices. I believe schools must provide a "world-class" education that prepares all students to compete in a global economy and ultimately pursue their dreams.

At this point in my career, I am confident that I have the skills, passion, and enthusiasm necessary to be an effective principal at Beaufort High School. I am enthusiastic and prepared to contribute my knowledge and skills to promote a positive experience for all stakeholders at BHS. I would appreciate the opportunity to speak with you regarding the position. Thank you for your time and consideration.

Best regards,
Carla F. Shelton
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