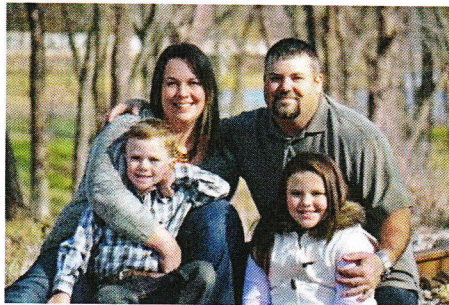


**Letter of Interest
for
Waskom High School Principal**



Dear Mr. Cox,

It is a great honor to be sending this letter of interest for the High School Principal in Waskom ISD. I cannot wait to bring my two children and wife back to East Texas, where the trees are tall, and people still appreciate the value of family and community. Because of the solid reputation of Waskom, its people, and its schools, I would consider it a privilege to work for the Waskom Independent School District.

I started my administrative career in a 2A high school here in the DFW area. I miss the staff, kids, and parents each day, and long to be back in small communities and schools. Wylie ISD has been my 'educational' home for the last 5 years, and I believe that I have grown significantly as an administrator here. In this time, we have opened a very successful 4A high school campus and have been blessed with a staff of educators that truly know the meaning of quality education. Because I have been very instrumental in not only the establishment of the school and culture, but also in the hiring of an effective staff, I am confident that I can continue this kind of success in the Waskom ISD as the High School Principal.

My wife is a High School Math Teacher at Rowlett High School in the Garland ISD, and is supportive of me in my endeavor to be the Waskom High School Principal, as she fully understands the commitment level it will take on my part to be truly successful and to help create the strongest campus in Texas.

Many recent changes have come to the world of education, both financial and academic, and while change can be a bit unnerving at times, it is very exciting to me thru the challenge it brings. Given the opportunity, I would passionately accept the venture of being the High School Principal in the Waskom Independent School District, for many years to come.

At this time, I would love to be considered for an interview, so that we could discuss my skills and abilities, which I feel make me the best candidate for this position. You may contact me night or day at 214-455-8438.

I look forward to hearing from you.

Sincerely,
Jay Ratcliff
Wylie East High School Assistant Principal

Jay Michael Ratcliff

jay.ratcliff@wylieisd.net
(214)455-8438 cell
(972)635-9421 home



417 Highview Circle
Royse City, TX 75189

OBJECTIVE

Seeking selection as High School Principal in the Waskom Independent School District to further utilize the following proficiencies: natural leader, a strong commitment to family and community values, excellent communication skills, a comprehensive understanding of curriculum and instruction, a deep knowledge of school finance, a desire to grow teachers as leaders, and an eminent passion for ensuring a quality educational experience for all students, both academic and extra-curricular.

CERTIFICATIONS

Superintendent Certification	Spring 2009
Principal Certification	Spring 2006
PDAS Certification	Fall 2005
Instructional Leadership Development Certification	Spring 2002

EDUCATION

Texas A&M University- Commerce	Commerce, TX
Doctorate of Educational Leadership – Finished course work in Spring 2009 and expected graduation in December 2012	

Conducted research and presented at NCPEA Conference with Dr. Casey Brown:
An Examination of the Induction Needs of Non-Traditionally Certified School Leaders –
Summer 2008, San Diego, CA

Texas A&M University- Commerce	Commerce, TX
Master of Educational Administration	

Texas A&M University- College Station	College Station, TX
Bachelor of Science in Education	

ADMINISTRATIVE EXPERIENCE

Wylie East High School High School Assistant Principal July 2007-Present

- * Opened a new, comprehensive 5A high school, which is now classified as 4A
- * Propose and amend our yearly budget allocations
- * Supervise(d) and facilitate(d) all staff in the following departments: Science, Social Studies, Special Education, Career and Technology, Fine Arts, Health and Physical Education, Languages Other Than English, Cheerleading and Drill Team
- * Maintained and coordinated all testing, including TAKS, TELPAS, Curriculum-Based Assessments, and End-of-Course Exams, both electronic and paper forms
- * Help develop master schedule and maintain credit requirements for all students
- * Manage, collect, and disaggregate all campus data within our data management system (AWARE) with respective curricular departments
- * Recruit certified professional staff and paraprofessionals for hire in all positions
- * Coordinate Excellence Awards Ceremony for all students in high school to be recognized for both academic and extra-curricular accomplishments
- * **Guest speaker at Wylie ISD Convocation 2007-2008: (2000 attendees)**
- * **Guest Speaker at Wylie East High School Ring Ceremonies for graduating classes of 2012 and 2013**
- * **Participant in Region Ten Principal Leadership Academy (2009-2010)**
- * **Integral part of our Exemplary Rating for the 2008-2009 school year (our first year of state ratings) and our subsequent Recognized Ratings in 2009-2010, 2010-2011**

Wylie ISD Emergency Management Coordinator August 2011-Present

- * Perform the duties of this assignment, in addition to being an active high school administrator
- * Oversee the emergency management efforts for a 4A classification school district in the Dallas area, a district with 13,000 students and nearly 2000 employees

Wylie ISD Summer School Principal June 2008-August 2008

Scurry-Rosser High School High School Assistant Principal August 2005-June 2007

- * Was an integral part of the administrative team that laid the foundation and put measures in place to achieve the "Blue Ribbon Schools" status in 2008

Kaufman Co. Evening School Carl Perkins Grant Administrator August 2005-June 2007

- * Established an evening school for our students in 3 rural communities to re-gain and accrue credits outside of the school day

TEACHING EXPERIENCE

Rowlett High School	Biology and IPC Teacher/Tennis Coach	August 2001-June 2005
Hearne High School	Biology Teacher/Football Coach	August-December 2000

DISTRICT-LEVEL COMMITTEES/ RESPONSIBILITIES

Secondary Steering Committee- Wylie ISD

District Safety Committee- Wylie ISD

Discipline Matrix Focus Group- Wylie ISD

Bully Protocol Committee- Wylie ISD

District Curriculum Writing Facilitator- Wylie ISD

Bond Proposal Committee-Wylie ISD

COMMUNITY RELATIONS AND WORK

First Baptist Church, Royse City, TX

- * Active Deacon
- * Sunday School Teacher – 30s class
- * Help with the leading of our Men's Accountability Group
- * Help lead music for our congregation

Community Safety Committee, Wylie, TX

REFERENCES

Dr. David Vinson
Superintendent of Schools
Wylie Independent School District
951 South Ballard
Wylie, TX 75098
972-429-3000 daytime

Mike Williams
High School Principal
Wylie Independent School District
Wylie East High School
3000 Wylie East Drive
Wylie, Texas 75098
972-429-3150 daytime
214-417-6787 anytime

Scott Winn
Assistant Superintendent of HR
Wylie Independent School District
951 South Ballard
Wylie, TX 75098
972-429-3000 daytime
214-450-5104 anytime

Texas Educator Certificate

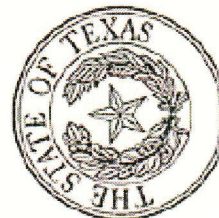
State Board for Educator Certification

Certifies that

Jay Michael Ratcliff

has fulfilled all requirements of the State of Texas and is authorized to practice as a certified educator in the areas designated below:

<u>Certificate Description</u>	<u>Original Effective Date</u>	<u>Validity Period</u>
Standard		
Classroom Teacher		
Secondary Biology (Grades 6-12)	05/22/2003	03/01/2012 - 02/28/2018
Secondary Physical Education (Grades 6-12)	02/08/2001	03/01/2012 - 02/28/2018
Principal		
Principal (Grades EC-12)	05/13/2006	03/01/2012 - 02/28/2018
Superintendent		
Superintendent (Grades EC-12)	10/04/2009	03/01/2012 - 02/28/2018



Bonny Cain

Bonny Cain, Ed.D.
Clair

Jay Ratcliff

Unofficial Snapshot of Doctoral Transcript

Dissertation in Progress

Expected Date of Completion: December 2012

Unofficial Transcript

Term: Fall 2011

Academic Standing: Doctoral Good Standing

Subject	Cours e	Leve l	Title	Grade	Credit Hours	Qualit y Points	R		
EDAD	718	G	Doctoral Dissertation	I	3.000	0.00			
				Attemp t Hours	Passe d Hours	Earne d Hours	GPA Hours	Qualit y Points	GPA
Current Term:				3.000	0.000	0.000	0.000	0.00	0.00
Cumulative:				138.00	105.00	105.00	105.00	411.00	3.91
				0	0	0	0		

**Texas A & M University Commerce**

PO Box 3011

Commerce, TX 75429

Phone 903-886-5068

Fax 903-886-5888

Record of: Jay Ratcliff

OFFICE OF THE REGISTRAR**ACADEMIC RECORD**

Page: 1

Date Issued: 09-MAR-2007

Date of Birth: 27-FEB-1975

Student ID: 457-89-7494

Issued To: Jay Ratcliff
417 Highview Circle
Royse City, TX 75189

Degree Awarded : Master of Education 13-MAY-2006
Major : Educational Administration

SUBJ NO.	COURSE TITLE	CRED	GRD	PTS	R
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Institution Information continued:

COUN 522	Counseling Diverse Populations	3.00	A	12.00	
EDAD 607	Evaluation & Data Analysis	3.00	B	9.00	
EDAD 610	Princ Internship/Education Adm	3.00	A	12.00	
Ehrs: 9.00 GPA-Hrs: 9.00 QPts: 33.00 GPA: 3.66					
Good Standing					

Spring 2006

EDAD 614	Extended Internship	3.00	A	12.00	
EDAD 627	Finance Of Pub Education	3.00	A	12.00	
EDAD 651	Plan Educ/Educatn Facilities	3.00	A	12.00	
EDAD 656	Campus-Based Personnel Mgt	3.00	A	12.00	
Ehrs: 12.00 GPA-Hrs: 12.00 QPts: 48.00 GPA: 4.00					
Good Standing					

Fall 2006

EDAD 611	Sch Dist CEO Lead: The Intern	3.00	IP	0.00	
EDAD 620	Sch Dis Inst Lead: Human Res	3.00	A	12.00	
EDAD 628	Sch Dist CEO Lead: The Supt	3.00	IP	0.00	
EDAD 641	Sch Dist Instr Lead: Curr	3.00	A	12.00	
Ehrs: 6.00 GPA-Hrs: 6.00 QPts: 24.00 GPA: 4.00					
Good Standing					

***** TRANSCRIPT TOTALS *****

	Earned Hrs	GPA Hrs	Points	GPA
TOTAL INSTITUTION	57.00	57.00	225.00	3.94

***** END OF TRANSCRIPT *****

SUBJ NO.	COURSE TITLE	CRED	GRD	PTS	R
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INSTITUTION CREDIT:

Spring 2002

EDAD 574	Instructional Admin	3.00	A	12.00	
SHED 513	Secondary School Curricul	3.00	A	12.00	
Ehrs: 6.00 GPA-Hrs: 6.00 QPts: 24.00 GPA: 4.00					
Non Degree					

Fall 2002

EDAD 554	Principalship	3.00	W	0.00	
EDAD 615	Public School Org/Admin	3.00	W	0.00	
Ehrs: 0.00 GPA-Hrs: 0.00 QPts: 0.00 GPA: 0.00					
Non Degree					

Spring 2003

EDAD 554	Principalship	3.00	A	12.00	I
EDAD 594	Politics Of Education	3.00	A	12.00	
Ehrs: 6.00 GPA-Hrs: 6.00 QPts: 24.00 GPA: 4.00					
Full Admission					

Spring 2004

EDAD 602	Communication In Leadership	3.00	A	12.00	
EDAD 615	Public School Org/Admin	3.00	A	12.00	
Ehrs: 6.00 GPA-Hrs: 6.00 QPts: 24.00 GPA: 4.00					
Good Standing					

Fall 2004

EDAD 508	Admin Special Programs	3.00	A	12.00	
EDAD 595	Research Lit & Techniques	3.00	A	12.00	
Ehrs: 6.00 GPA-Hrs: 6.00 QPts: 24.00 GPA: 4.00					
Good Standing					

Spring 2005

EDAD 623	School Business Admin	3.00	A	12.00	
EDAD 626	Public School Law	3.00	A	12.00	
Ehrs: 6.00 GPA-Hrs: 6.00 QPts: 24.00 GPA: 4.00					
Good Standing					

Fall 2005

***** CONTINUED ON NEXT COLUMN *****



Paige Bussell
UNIVERSITY REGISTRAR

MAR 09 2007

FEB 27 2007

TEXAS A&M UNIVERSITY

College Station, Texas 77843

OFFICIAL ACADEMIC RECORD

1 OF 1
02/06/06

Name: RATCLIFF, JAY MICHAEL
SID: 457-89-7494

Date of Birth: 02/27/75
Place of Birth: ARLINGTON, TX

Course	Description	Grade	Hrs	GPTS	Course	Description	Grade	Hrs	GPTS
DEGREES AWARDED: DEGREE BACHELOR OF SCIENCE CONFERRED 05/13/2000 MAJOR: KINESIOLOGY UNDERGRADUATE TRANSFER CREDIT: TYLER JUNIOR COLLEGE SPRING SEMESTER 1996 MATH-141 BUSINESS MATH I C 3 6 HLTH-231 HEALTHY LIFESTYLES B 3 9 KINE-213 FOUNDATIONS OF KINE B 3 9 ENGL-210 SCNTFIC & TECH WRITG B 3 9 SEMESTER TOTAL RHRS PHRS AHRS GPTS GPR 12 12 12 33 2.750 FALL SEMESTER 1996 KINE-121 PHYS & MOTOR FITNESS Q (2) 0 THAR-101 INTRO TO THEATRE C 3 6 KINE-199 REQUIRED PHYSICAL ED A 1 4 BIOL-113 INTRODUCTORY BIOLOGY C 3 6 BIOL-123 INTRO BIOLOGY LAB B 1 3 MATH-131 MATH CONCEPTS CALCULUS C 3 6 SEMESTER TOTAL RHRS PHRS AHRS GPTS GPR 13 11 11 25 2.272 SPRING SEMESTER 1997 KINE-406 MTR LEARN & SKILL PERF B 3 9 KINE-333 SPORT MANAGEMENT B 3 9 KINE-318 ATHLETIC INJURIES C 3 6 KINE-121 PHYS & MOTOR FITNESS C 2 4 HLTH-216 FIRST AID A 2 8 SEMESTER TOTAL RHRS PHRS AHRS GPTS GPR 13 13 13 36 2.769 SUMMER SEMESTER 1997 KINE-199 REQUIRED PHYSICAL ED A 1 4 KINE-199 REQUIRED PHYSICAL ED B 1 3 INST-301 EDUC PSYCHOLOGY B 3 9 SUMMER TERM II KINE-199 REQUIRED PHYSICAL ED A 1 4 SEMESTER TOTAL RHRS PHRS AHRS GPTS GPR 6 6 6 20 3.333 FALL SEMESTER 1997 KINE-199 REQUIRED PHYSICAL ED A 1 4 KINE-199 REQUIRED PHYSICAL ED B 1 3 KINE-429 ADAPTED PHYS ACTIVITY B 3 9 PSYC-323 PSYC OF ADOLESCENCE B 3 9 RDNG-465 RDNG IN MID/SEC GRADES A 3 12 KINE-312 COACHING OF BASEBALL A 2 8 SEMESTER TOTAL RHRS PHRS AHRS GPTS GPR 13 13 13 45 3.461 SPRING SEMESTER 1998 TEED-323 PRNCPL & PRCTCS OF TCH B 3 9 WFSC-409 NATURAL RESOURCE CLSRM A 1 4 WFSC-420 ECOLOGY FOR TEACHERS B 3 9 KINE-315 ELEM SCHOOL PHYS ACTIV Q (3) 0 KINE-425 TESTS & MEASUREMENTS B 3 9 KINE-433 PHYSIOLOGY OF EXERCISE C 3 6 SEMESTER TOTAL RHRS PHRS AHRS GPTS GPR 16 13 13 37 2.846 ***** NO FURTHER ENTRIES THIS COLUMN *****					FALL SEMESTER 1998 KINE-199 REQUIRED PHYSICAL ED A 1 4 ANTH-225 PHYSICAL ANTHROPOLOGY C 4 8 WFSC-335 NAT HIST INVERTEBRATES B 4 12 KINE-317 COACHING FOOTBALL A 3 12 SEMESTER TOTAL RHRS PHRS AHRS GPTS GPR 12 12 12 36 3.000 SPRING SEMESTER 1999 KINE-199 REQUIRED PHYSICAL ED A 1 4 BOTN-304 COMPAR BIOL OF PLANTS D (4) R 4 GENE-301 GENETICS C 4 8 KINE-240 COMP TECH IN HLTH/KINE A 3 12 SEMESTER TOTAL RHRS PHRS AHRS GPTS GPR 12 8 12 28 2.333 SUMMER SEMESTER 1999 SUMMER TERM II BOTN-304 COMPAR BIOL OF PLANTS B 4 12 SEMESTER TOTAL RHRS PHRS AHRS GPTS GPR 4 4 4 12 3.000 FALL SEMESTER 1999 MICR-206 INTRO MICROBIOLOGY C 4 8 TEFB-416 SEC SCHOOL PHYS ACTIVITY B 3 9 PHYS-201 COLLEGE PHYSICS Q (4) 0 KINE-426 ANALYSIS OF MOVEMENT C 4 8 SEMESTER TOTAL RHRS PHRS AHRS GPTS GPR 15 11 11 25 2.272 SPRING SEMESTER 2000 TEFB-429* SPRVSD ST TCH-INABSENTIA B 9 27 SEMESTER TOTAL RHRS PHRS AHRS GPTS GPR 9 9 9 27 3.000 UNDERGRAD TOTALS 125 164 116 324 2.793 DEGREE BACHELOR OF SCIENCE CONFERRED 05/13/2000 MAJOR: KINESIOLOGY END OF ACADEMIC RECORD				

This record may not be released or transferred to any other person, agency or party without the student's written consent.

Transcript is official with digitized seal and signature of the Registrar.

SCURRY-ROSSER ISD
ATTN: JENITA TALIAFERRO
10705 SOUTH STATE HWY 34
SCURRY TX 75158



Donald D. Carter
Donald D. Carter
Registrar



WYLIE INDEPENDENT SCHOOL DISTRICT

David Vinson, Ph.D. — Superintendent

June 7, 2012

To Whom It May Concern:

It is my pleasure to provide a recommendation for Jay Ratcliff. Mr. Ratcliff currently serves as assistant principal for Wylie East High School and coordinates our district safety and security program. I have been pleased with his performance in both. He is a self-starter and has a keen sense of self direction.

Mr. Ratcliff is focused and well organized with a good attention to detail without compromising positive relationships during the process. His passion is evident in his work ethic as he has coordinated all district safety and security planning (from the ground up) absolutely without compensation. This should serve as evidence of his leadership and dedication to service.

Personally, Mr. Ratcliff has a great deal of integrity and is quite personable as well. His faith in God is evident by his actions and not his words. He will not cause you to be anything but proud of his actions and will serve as the example for others to follow.

Please accept this recommendation in the highest regard.

Sincerely,

David Vinson, Ph.D.
Superintendent



May 25, 2012

To whom it may concern:

I am writing to give reference on Jay Ratcliff, who is currently employed in the Wylie ISD as an Assistant Principal, at Wylie East High School. Mr. Ratcliff has worked in Wylie ISD since 2007, and he has helped open our new successful 4A high school, served and led on many district-level initiatives, and has become the Emergency Management Coordinator for the entire district.

Jay has done an outstanding job of building relationships with students, parents, and staff members at Wylie East and all over the district. The campus culture that Mr. Ratcliff has helped to create has made Wylie East High School a place where students and staff feel safe and secure while attaining the highest accolades for achievement.

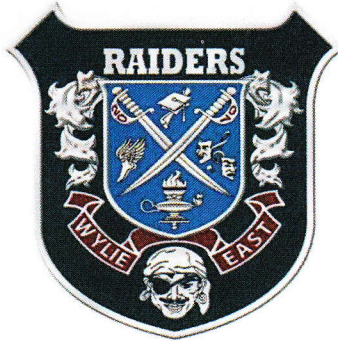
I would highly recommend Mr. Jay Ratcliff to the Waskom Independent School District, where he is looking to serve in a principal leadership capacity at the high school level. Wylie ISD is better because we have Jay Ratcliff on one our campuses, and he will make a huge impact in your district as well. His track record speaks for itself.

Please call me at 972-429-3000, if you have any questions about Mr. Ratcliff and his future endeavors.

Scott Winn

Assistant Superintendent HR/Student Services

Wylie ISD



WYLIE EAST HIGH SCHOOL

Dr. David Vinson, Ph.D.
Superintendent, Wylie ISD

Mike Williams
Principal, Wylie East High School

May 25, 2012

Letter of Recommendation
For
Jay Ratcliff

I'm pleased to recommend Jay Ratcliff as a candidate for the high school principal position at Waskom High School. Mr. Ratcliff has been an employee of Wylie ISD for the past five years, serving as an assistant principal at Wylie East High School.

Mr. Ratcliff has been a valuable member of the Wylie East High School leadership team during his time as an employee in the Wylie ISD. He was involved in the processes of hiring the original staff in the spring of 2007. He has been a critical part of developing our campus culture, campus policies, staff learning days, and student successes. During his five years at WEHS, Mr. Ratcliff and our team of staff members, students, and parents helped Wylie East High School earn an exemplary rating in 2009 and recognized ratings in 2010 and 2011.

Mr. Ratcliff has demonstrated the ability to be a strong instructional leader in several curriculum areas, such as special education, Science, and our CTE programs. Jay has outstanding knowledge in these areas and is passionate in seeing that all students have an opportunity to be successful.

During his tenure at WEHS, Mr. Ratcliff has demonstrated a wonderful ability for developing relationships with students, staff, and the community. He has high expectations for all students, and has demonstrated this quality in how he addresses disciplinary challenges that come to his attention.

Jay is loyal and a team oriented individual. He has shown a willingness to go the extra mile for campus success. He is always "sharpening his saw", learning about new methods that can be used in the classroom to improve instruction and school management.

I believe his experiences at Wylie East High School and in Wylie ISD have allowed him to grow. Jay is ready to accept the challenge that comes with being a campus leader. His career goal is to one day to be the leader of a school district in East Texas. He will thrive in your high school, and will develop healthy relationships with the community, staff, and students.

In conclusion, I would highly recommend Jay Ratcliff for the principal position at Waskom High School. There is no doubt in my mind that he is the man to lead your high school and he will add to the positive culture and traditions of excellence in Waskom ISD.

Sincerely,

Mike Williams
Principal, Wylie East High School