

Attachment "A"

BECKER SCHOOLS  
HIRING RECOMMENDATION FORM  
Policy 401 - Equal Employment Opportunity

1. Position: Certified / Classified / Sch."C" Long term substitute counselor  
(Circle One) Title for the  
New / Replacement Replacing Maria Gayken 2010-2011  
(Circle One) School year

2. Postings: Internal Date 5/19/10 External Date \_\_\_\_\_  
External Locations \_\_\_\_\_

3. Closing: 5/25/10  
Date

4. Application  
Review: Number of Applications 1

Reviewed By Sandy Logrono, Mark Kolbinger,  
Heather Eigen

5. Interview:

Number Interviewed 1 Date of Interviews \_\_\_\_\_

Interviewed By Sandy Logrono, Mark Kolbinger,  
Heather Eigen

6. Recommend to Hire:

Recommended for Employment Erica Sande

Start Date \_\_\_\_\_

Recommended By: Sandy Logrono Date 5/27/10  
Supervisor

Supported By: [Signature] Date 6/9/10  
Superintendent of Schools

Assigned to: Step 2 Lane MA Salary 41,117 Per Hour \_\_\_\_\_

Attach Resume

508 9<sup>th</sup> St NW  
Buffalo, MN 55313

May 22, 2010

Sandy Logrono  
Becker High School  
12000 Hancock St  
Becker, MN 55308

Dear Ms. Logrono,

I am writing to express my interest in the long-term substitute high school counselor position for the 2010-2011 school year. I have enjoyed working at Becker High School, and I feel like I have been a positive addition to the counseling program. I would like the opportunity to continue the meaningful relationships I have made with students, parents, and other school staff members.

For the past two years, I have been able to work with high school students on post secondary planning, including both college and career planning. I have also helped guide students through personal issues and assist them with academic planning for high school. Additionally, I have experience working with students and parents in large-group settings.

I am confident that I will continue to be a positive source of support for Becker High School students and will work hard to help them find success while they are in school and after they graduate. Thank you for considering me to fulfill the aforementioned position. I have enclosed a resume; the rest of my paperwork is on file.

Sincerely,

A handwritten signature in cursive script that reads "Erica Sande". The signature is written in dark ink and is positioned below the word "Sincerely,".

Erica Sande

# Erica J. Sande

508 9<sup>th</sup> Street Northwest · Buffalo, Minnesota 55313  
(763) 639-7228 · sand0813@umn.edu

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## OBJECTIVE

To obtain a school counseling position

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## EDUCATION

**Master of Arts, Educational Psychology** May 2009

Counseling and Student Personnel Psychology – School Counseling emphasis

University of Minnesota – Twin Cities

GPA: 3.98/4.0

**Licensure:** K-12 School Counselor - MN

**Bachelor of Science, Child Psychology**

May 2007

**Minor, Family Social Science**

May 2007

University of Minnesota – Twin Cities

*Summa Cum Laude*; high distinction; GPA 3.93/4.0

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## RELATED EXPERIENCE

### School Counselor

*Becker High School, Becker, MN*

August 2009 – June 2010 (long-term substitute)

- Assisted students in developing post-secondary plans
- Worked with parents and students in creating academic plans
- Met with students regarding personal issues
- Used the Skyward program for scheduling, transcripts, and other academic matters
- Helped coordinate registration for 8<sup>th</sup>-11<sup>th</sup> grade students
- Worked with students, parents, and school personnel on IEP and 504 plans for students
- Organized and proctored the PSAT for 11<sup>th</sup> grade students
- Presented in classrooms and other large-group settings to parents and students
- Organized and facilitated a financial aid night for parents
- Created monthly newsletters sent to parents regarding topics such as college timelines and scholarships
- Actively participated in the school's Student Assistance Team (SAT)

### Practicum Experience - School Counselor

*Harding High School, St. Paul, MN (both practicum and work experience)*

August 2008 – June 2009

- Coordinated and managed state tests, including MCA and GRAD tests
- Created student schedules using Infinite Campus software
- Led a study skills group for 10<sup>th</sup> grade students who struggled academically
- Co-facilitated classroom lessons about graduation credits and transcripts
- Worked with individual students regarding personal issues, post high school plans, and career options
- Interacted with parents during consultations, conferences, and 9<sup>th</sup> grade orientation
- Assisted in the school's college and career center
- Attended weekly meetings with other counselors in the school to ensure collaborative teamwork

*Centennial Middle School, Lino Lakes, MN*

January 2009 – May 2009

- Met with individuals regarding academic and personal issues
- Developed curriculum for small groups
- Co-led a family change group and a boys group

*Lucy Laney Elementary, Minneapolis, MN*

January 2009 – April 2009

- Conducted weekly classroom guidance lessons using Second Step curriculum
- Co-led three small groups on anger management (grades K-3)
- Led two girls groups and one boys group (grades K-3)
- Met with students individually to work on personal/social issues

#### **Teaching Assistant**

*Child Psychology 4347w: Senior Project*

January 2008 – May 2009

- Mentored 24 undergraduate students as they completed their senior papers

*Child Psychology 3360: Honors Seminar*

January 2008 – May 2008

- Co-facilitated a seminar for undergraduate honor students
- Met with students regarding their course assignments

*Child Psychology 4994w: Children, Youth in Society*

September 2007 – December 2007

- Assisted undergraduate students with questions or concerns they had regarding the course
- Read and graded papers and exams

#### **Research Assistant**

September 2005 – January 2008

*Institute of Child Development, University of Minnesota – Twin Cities*

- Developed extensive spreadsheets for the research project, which focused on relational aggression
- Communicated via phone and mail with parents of participants and school districts associated with the project
- Attended weekly meetings with supervisors and other graduate students to discuss progress of the project
- Observed children in preschool and kindergarten settings
- Recorded the children's interactions with one another and any type of aggression they displayed

#### **Lead Student Worker – Student Personnel Office**

September 2005 – February 2007

*School of Journalism and Mass Communications, University of Minnesota – Twin Cities*

- Assisted undergraduate and graduate students with questions about the academic program
- Trained in three student workers
- Worked intensely with a data entry program to ensure accuracy in students' records

#### **RELATED VOLUNTEER EXPERIENCE**

##### **Elementary School Volunteer**

February 2008 – June 2008

*Lucy Laney Elementary, Minneapolis, MN*

- Met weekly with second grade students on an individual basis
- Worked on reading with each student

##### **Mentor and Classroom Assistant**

September 2001 – December 2003

*Various schools, Buffalo, MN*

- Guided students in a one-on-one mentoring program
- Participated in games, crafts, and academic activities with the children
- Helped teachers perform everyday duties in classrooms