

# Carrie Lee

ENGLISH &  
HISTORY &  
SOCIAL STUDIES  
TEACHER



20110 13<sup>th</sup> Ave W.  
Lynnwood 98036



425 361 9714



MzCarrieLee@gmail.com



www.CarrieDLee.com

January 28, 2022

To Whom It May Concern:

I am writing to express interest in the available position for the secondary substitute teacher pool. I am currently working as a long-term substitute at Mountlake Terrace High school and am about to finish my final quarter and receive my Master of Arts in Teaching (with honors) at Central Washington University through the remote alternative route to teaching program. My undergraduate degree is in Law, with a paralegal certificate and experience. I have a current state initial residency certification. As I have just completed the yearlong supervised teaching placement, I have just begun to accumulate classroom experience. As of today, I have 30 days of substitute teaching experience.

I have always wanted to be a high school teacher, and have served on booster boards, PTA, volunteered with youth programs, and taught Sunday school before getting my paralegal certificate. After legal training I served as a volunteer Guardian Ad Litem for Snohomish county CASA. As I took the alternative route to teaching my work experience is unconventional. My legal and business backgrounds provide me with an ability to understand and work with requirements and regulations set by various authorities, in creative ways. As a mother and active volunteer in our community, I understand the variety and depth of issues we face today, and how to engage in proactive solutions in collaborative manner. My personal history and experiences with the Edmonds school district have informed my understanding of the variety of complex issues that impact education. My dedication to children motivates my goal of recognizing each student as an individual in effort to teach them in whatever ways they learn best. These are just some of the life experiences that make me a uniquely qualified educator, and an asset to this school.

I am quick on my feet, dedicated, and organized. I can plan lessons in detail, breaking down the concepts and mapping out the building blocks to reach learning targets while blending the social emotional learning benchmarks into the learning activities. I also have proven to be a team player, which is critical in a school environment. I have stepped up to sub or cover with little notice, and successfully implementing substitute plans or created a learning activity on the fly when sub plans were missing. My decades of experience with kids and teens has left an arsenal of tricks and insights that have been invaluable in the classroom. My year as a student teacher has given me opportunities to teach remotely, hybrid, and in-person and develop classroom management techniques, procedures with technology that limited the impact of students' quarantines on their grades and has given me an unparalleled crash-course in what it is to be a teacher.

My resume is enclosed, including the web address to access my digital teaching portfolio (with InTASC standards), references, and certificates. I will reach out next week to discuss this opportunity; in the meantime, please feel free to reach out via telephone or email. I look forward to speaking with you soon.

Thank you for your consideration.

Respectfully,  
Carrie Lee

**Resume:** <https://www.CarrieDLee.com/resume>

**InTASC Portfolio:** <https://www.CarrieDLee.com/INTASC>

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## CERTIFICATIONS

- Washington Intl Res. Teacher
- L2 Google Certified Educator
- OSPI SEL
- NEA MC - Tech 101

## ENDORSEMENTS

- English
- History
- Social Studies

## EDUCATION

2022 - **Central Washington Univ.**  
Master of Arts - Teaching (Hons)  
2012 - **Central Washington Univ.**  
Bachelor of Arts - Law (Hons.)  
2014 - **Edmonds College**  
Paralegal Certificate (Hons +48)

## TECHNICAL SKILLS

- Canvas LMS
- MS Office Suite
- Google Suite
- Apple proficient
- EdTech Pro (Kami, PearDeck, Padlet, Adobe Suite, Canva, Quill, Gimkit, etc.,).

## EXPERTISE

- Classroom Organization
- Collaborative Team Planning
- Differentiated Instruction
- Adaptable & Quick on my feet
- Positive Learning Environment
- Embedded SEL in content

## PROFILE

A creative professional who takes great pride in her ability to plan and effectively deliver engaging classroom lessons in line with the standards. The variety of experience offers several avenues to develop a rapport with students and to connect in a way that they feel valued and heard. Known for an unconventional approach to learning activities that cross disciplines to successfully contextualize the objective.

## TEACHING EXPERIENCE

### **Mountlake Terrace High School | Edmonds School District**

#### **2022- current Substitute (long-term) English 10**

An opportunity presented to step in for another educator, who happened to be teaching many of the students from the first half of student teaching, for a couple months. While still completing CWU Master's of Arts in Teaching, it is an honor to be trusted to take on such a task.

### **Mountlake Terrace High School | Edmonds School District**

#### **2020 - 21 Student Teacher & Intern Substitute English 9**

Student teaching during a pandemic is a unique preparatory experience. The unusual situation offered opportunity to practice in several learning environments with success. remote, hybrid, and in-person. Developed rapport with students that allowed for better support them during the rollercoaster transitions. All the while folding the standards in with the real-life issues facing the students during the year long experience.

## PRIOR EXPERIENCE

Family law LLLT & Paralegal > Skilled at understanding and applying legal responsibilities.  
Guardian ad litem

Lowe's Web Developer > Proficient with class tech

Owner/operator boutique > Balance endless demands

Home manager & Mom of 5 > Extensive experience in child & adolescent development. Excellent at finding creative solutions. Practiced being a warm patient demander.  
(incl. PTA, class volunteer, music & sports booster club)

## REFERENCES

Mr. Vincent DeMiero Mentor Teacher Mountlake Terrace H.S. DeMieroV@Edmonds.wednet.edu	Mr. Daniel Falk Asst. Principal Mountlake Terrace H.S. FalkD@Edmonds.wednet.edu	Ms. Christina Lewis Teacher Mountlake Terrace High School LewisC824@Edmonds.wednet.edu	Ms. Amanda St. John Supervising Teacher Central Wash. U Amanda.StJohn@cwu.edu
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## PHILOSOPHY OF TEACHING

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A student-created music list is playing softly, students are talking, laughing, dropping off their bags as they chat. They return to the front of the room to the whiteboard and grab a magnet placing it on the scale to represent how they are feeling. Other students are doing the same, then returning to their seats. The bell rings and the last few from the whiteboard head back to sit down. The kids are still chatting, about the pictures that serve as the labels for the scale. A series of claps call and response and everyone is quiet and ready to start. I read a quote, then note the pattern of where we are as a class. I read the agenda and objectives, and we get started. It's book club day so the students are reviewing notes, reading, and conducting discussions independently, and taking notes to summarize. This is a typical Monday in my classroom. At the end they will publish their updates from book club to their google sites, then they will write in a growth mindset journal in response to a prompt, and I will tell a horrible joke, and they will groan. They love it though.

I believe in providing each student with an engaging learning experience, where their physical, mental, emotional, social, and intellectual needs directly influence the activities and strategies implemented. I will encourage my students to express themselves, accept themselves for who they are through writing and reading representative pieces. I will use creative techniques to expand their perspectives to allow them to embrace the differences of others, embedding inclusivity and belonging through projects and collaborative learning. I will use relationship-building and team-building strategies to create this type of atmosphere where students can meet their full potential. I will provide a safe environment where students are invited to share their ideas and take risks, where mistakes are a normal part of growing.

I aim to bring an open mind, high expectations, and a positive outlook to each day in the classroom. I diligently strive for consistency in rituals and routines and to offer a sense of warmth, caring, and stability as part of my classroom role. I believe students' time should be respected, and educational activities should be equitable. I know I am a better teacher when I am with my students than when they are on their own, so I endeavor to find innovative ways to efficiently use the time given to deliver instruction and measure learning. I will incorporate real-world applications of content, hands-on learning, technology incorporated activities, project-based assessments, cooperative learning, and choice-based challenges to engage and activate each student's learning.

I am a mother of children who have special needs and learning differences, and this fact influences my beliefs on the importance of transparency, communication, and customization of the educational experience to match the student's learning style(s). My philosophies have certainly been informed by the many books read and classes I have taken in my education journey, but the most impactful training is the unique experience of student teaching through a pandemic. I have had so much more insight and skills due to the unprecedented times, and that gives me a far wider set of experiences than a "normal" year would. I have come to understand that being a teacher is a lifelong journey of learning from the students, colleagues, parents, and the community at large. I know that my philosophy will grow and evolve as I do, which is exactly what I want to model for my students.