Hannah Brooks

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September 21, 2026

Ms. Alvarez
Dublin City Schools
Dublin, OH

Re: Third Grade Teacher, Mid-Year Opening

Dear Ms. Alvarez,

Third grade is the year reading gaps either close or start to follow a child, and your posting's focus on structured literacy is why I'm applying for the mid-year opening. I hold an Ohio teaching license with a Reading Endorsement, and I've taught third grade in Columbus City Schools for the past seven years.

My reading block runs on small groups built from i-Ready diagnostics and weekly running records. I'm Orton-Gillingham trained, so students who are still decoding get explicit phonics work every day while the rest of the class moves through the core texts. Two years ago that approach took my class from under half to about two thirds proficient on the spring reading assessment, and I've since shared the grouping routine with my grade-level team through the PLC I lead.

I also put real effort into families. When I started at my current school, only about 60% of my families came to conferences. I began offering early morning and evening slots, video calls, and a Spanish interpreter by request, and attendance has been around 90% since. Those relationships make the harder conversations, about attendance or a possible IEP referral, go much better.

I would welcome the chance to visit Dublin, talk with you about the class I'd be taking over, and teach a sample lesson if that's helpful.

Sincerely,

Hannah Brooks