

6 Parker Street
GRAHAMSTOWN
6139
22 August 2012

CHAIR
SGB
PORT ELIZABETH
6031

Dear Sir/Madam

I have been an educator at Hoërskool P.J. Olivier (Grahamstown) for the past twenty-three years, fifteen of which I have spent as the ICT educator and currently as a HOD of the IT Department in the school. It is the combination of my qualifications and experience, as well as skills developed during this time that urge me to believe I am adequately qualified for the post of: *Principal*, as advertised.

As the ICT educator, I am solely responsible for the maintenance and organisation of our school's computers and computer laboratory, as well as all administration (including examination requirements of whole school) and computer-assisted learning within our curriculum. I fulfil this role with competence, efficiency and great enthusiasm. I have completed many courses in order to ensure that I fulfil my role and responsibilities optimally. Among these was a PC repairs course, which has equipped me to confidently deal with any difficulties that may arise concerning the maintenance of the school computers. My position as the ICT educator also includes designing, publishing, uploading and updating the school's webpage, brochures, sports programmes and advertisements, as well as any other creative design which may be required. The area of design is one in which I feel very confident as I possess excellent designing skills and also enjoy a variety of design challenges and opportunities, including webpages, brochures, letterheads, posters, banners and PowerPoint presentations. In 2007 I was awarded second place in the Thinkquest contest, an international webpage design competition held in South Africa. I am also able to provide technical support and assistance to both students and staff members. I am also involved in the marketing of Hoërskool PJ Olivier and thus possess strong verbal, written and interpersonal skills.

I am currently also a part-time lecturer at the East Cape Midlands College where I teach N4 and N5 Computer Practice to students, and have obtained the necessary expertise to teach and administrate examinations at any level in the ICT field of education.

I am currently involved in the development, implementation and integration of e-learning into schools, as well as the integration of the SA-SAMS administration programme in our school. This is an administration programme of examination results and marks of whole schools. Learners. I do believe that I am fully equipped to render effective and efficient examination administration services in a professional manner, within a highly regulated environment as I have done for many years at my school.

I am playing a huge role in all key performance areas of the school regarding finance, budgeting, SASAMS administering and responsible for the school's timetable yearly, liaising with academic staff, HOD's and other administrative staff matters. The assistance with graduation activities would be something new, but something to look forward and challenging.

I am competent in knowledge of policies and procedures relating with school curriculum and policies. I do have the ability to consistently implement policies, procedures and rules and meet deadlines for sure. I am very self-disciplined in the ability to be proactive and plan own work.

I was nominated by the Department of Education to represent the Eastern Cape at the Microsoft Innovative Teachers. Forum during August 2010 and 2011 in Johannesburg and was chosen as one of 20 finalists for this award. Sponsors for this event were Microsoft, Schoolnet and Microsoft Partners in Learning. I was nominated twice for my projects in creating interactive lessons that encourages Primary School learners.. It is my passionate belief that the use of technology in education changes lives, families, communities and ultimately, nations. The empowerment of students and teachers to reach their full potential is a top priority for me, and an area in which I show great potential.

I have the necessary experience within the teaching area of an ICT educator and/or lecturer as I have been successfully teaching Computer Studies SG/HG up to Grade 12 for ten years. I have also obtained the required ICDL-Certificate in 2002, and have since been training learners in this specific area of knowledge. I teach Computer Literacy classes from Gr R. Gr 7, and as a qualified ICDL-Trainer, I also train Gr. 8 and 9 learners to obtain this certificate.

Teaching for the past nineteen years has provided me with the necessary communication skills to deal with people of varying ages and circumstances. It is these skills, combined with my knowledge of computers and my desire to be involved in the ICT field for improved learning in future, that make me a suitable candidate for this post. Currently I do not have a Master's degree, but am enrolled at NMMU to start my Master Degree next year. I believe that my experience in teaching over the past decades. equipped me to be a positive asset to the new approach in the strategic education forum.

I trust that you will consider my application favourably.

Please note that I am available for an interview at your earliest convenience and may be contacted at 082 88 362 85.

Yours sincerely
E. Esterhuizen
Erika