

Dear Teaching Administrator:

I am a fellow educator and current doctoral student in Point Park University's Leadership and Administration program. I am inviting you to participate in a study exploring the experiences of teaching administrators in secondary public schools (7-12) in Pennsylvania. More specifically, this phenomenological study will include individuals who are part of a small population of educators who not only have administrative duties, but also who teach at least one course during the school year.

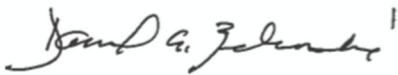
For this study, I intend to interview a sample of secondary public-school teaching administrators in order to provide insight about their lived experiences. This study will contribute to a growing body of knowledge that may assist school leaders and policy makers in more fully understanding the role of teaching administrators in secondary public schools. Therefore, if you currently hold a position in a secondary public school in Pennsylvania, and you have both administrative and teaching responsibilities, please let me know if you are willing to participate in this study. I will interview participants in a semi-structured format that meets each participant's needs (i.e., video conference or in-person). The interview will consist of ten open-ended questions and will take approximately 30 to 60 minutes to complete. Study participants will also have the option to provide any relevant documents related to their position (e.g., position description, meeting agendas, daily schedules).

Your participation is voluntary, and you may choose to withdraw at any time. While there is no compensation for participating in this study, you will contribute to a growing body of knowledge regarding the experiences of secondary public-school teaching administrators in Pennsylvania.

Please contact me if you are willing to participate in this study. Also, feel free to reach out to me at any time if you have any questions.

Thank you for your consideration.

Sincerely,



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NOTE: Approval from the Institutional Review Board at Point Park University was granted prior to conducting this study.