

Letter of Reference

Name: Dr. Robin R. Headman Title: Supervisor of Student Teaching

April 23, 2010

Dear Administrator:

I am pleased to write a letter of reference for Ms. Olivia Letts. She completed her student teaching practicum in a third grade classroom at Brooke Elementary School in the Spring-Ford Area School District, a suburban school district outside of Philadelphia. In this context Ms. Letts had the opportunity to teach from the *Everyday Mathematics* program and to observe and implement Responsive Classroom strategies. She was highly successful in creating a responsible and respectful learning community.

Ms. Letts consistently planned cohesive lessons from week to week. They were well thought out matching standards, objectives, activities, and assessment strategies with the needs of her students. She always connected lessons to previous learning. She also found effective uses of technology to enhance learning activities. Her unit, "Protecting Earth's Resources," evidenced her ability to use backward mapping with a modified *Understanding by Design* process. All lessons in the unit, including the final performance assessment, focused on the enduring understandings and essential questions.

As the semester progressed Ms. Letts became more and more adept at using a variety of proactive classroom management strategies. These included giving students responsibilities for directing transition procedures, using cheers to celebrate learning, and giving frequent positive praise. She began to become seamlessly aware and responsive to what was going on in the classroom while she was teaching. She proactively prevented down time.

Ms. Letts also became more efficient in assessing student learning during a lesson and making appropriate adjustments as needed. She documented student learning as well with grade sheets, anecdotal notes on cards attached to a ring, and tickets in and out the door. This enabled her to find patterns of progress for individual students as well as for the class. She would then use this analysis to guide future instructional decisions.

Ms. Letts was always highly professional. She was consistently dependable and willing to take on responsibilities. She participated in wider school activities such as the Food Festival and the Walking Club. She completed all assignments with promptness and quality. She also took advantage of opportunities for her own professional growth by reading and participating in organized on-line chats or discussion forums with other teachers.

I would recommend that you consider Ms. Letts as a highly qualified candidate for a teaching position in your school. I am sure that she will live up to any expectations that you set for her. If you have any questions, please feel free to contact me.

Sincerely,

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