

Letter of Recommendation

I am writing this letter of recommendation on behalf of Mrs. Angela Harris. I had the privilege of working with Mrs. Harris during the 2017-2018 school year as the principal of Ward Elementary School. Mrs. Harris is a hard worker, takes initiative, and is very organized.

Mrs. Harris possesses a desire to improve her effectiveness as a school leader in order to improve student achievement. During the past school year, she sought out professional learning opportunities to continue to improve her knowledge of Response to Intervention to address the individual needs of students at Ward Elementary. She worked closely with the Intervention Team weekly to identify students that needed interventions, academic and/or behavioral, and assigned students to interventions that were appropriate based on their needs.

Mrs. Harris also took on many of the extended responsibilities of the school to include Safety Chair, Computer Contact, Webmaster, Staff Development planner, School Testing Coordinator, and Mentor Coordinator. She performed each of these responsibilities above the level of expectation. If there was an area that needed to improve or a task that needed to be completed, she took the initiative to complete those tasks.

Mrs. Harris is also very highly organized. She plans in advance and is able to communicate with her colleagues about her expectations related to various areas. She completed all tasks that she was assigned on time and accurately. Her level of organization allows her to prioritize tasks effectively and she always keeps the big picture in mind.

Mrs. Harris has a strong work ethic, is efficient, and conscientious. She is a leader and will help any school to be successful. Consequently, I highly recommend Angela Harris for a position in your school. She will be a great addition to your team.

Sincerely,



Tiffany Chatman
Principal
Ward Elementary School