

September 2005

To Whom It May Concern,

It is a pleasure to write a letter of recommendation for Heidi LeGassick. Heidi has been a teacher at the Juneau Cooperative School from August 2003 until May 2005. I have known Heidi professionally as her direct supervisor since August 2003 and known her personally for the past five years. During this period I have directly observed that she is a caring and capable teacher dedicated to her profession.

At the Juneau Cooperative School we have a special environment where parents and assist in duties that support the maintenance and administration of the school. As a teacher, Heidi has displayed patience and diplomacy when working with the parents as they strive to fulfill their roles in the school. She also works as the board representative for the teachers and is an excellent communicator who always comes prepared for the meetings and will often offer suggestions to make meetings more efficient and productive.

Heidi clearly loves working with young children and her excitement and humor are appreciated throughout the school. Inside the classroom Heidi is always very aware of the emotional needs of her students and caters to these needs through the creation of a warm and supportive learning environment. Her classroom management skills are consistent and respectful of the student and she approaches conflict in the most positive of ways.

As part of a teaching team Heidi has displayed excellence and flexibility when working to maintain a harmonious atmosphere amongst staff. She consistently shows interpersonal skills, which allow her to be an effective and cooperative team member. Her organization and efficiency have benefited the team during meeting and planning times and Heidi has helped to further develop the curriculum in many positive ways.

It is without reservation that I recommend Heidi LeGassick. Her enthusiasm, love of children and commitment to education make her an asset to any classroom. If you should have any further questions please feel free to contact me at 1.907.780.6164 or via e-mail at boxsm@gci.net.

Sincerely,

Molly Box
President Juneau Cooperative School
Juneau, Alaska