

March 2, 2010

To Whom It May Concern:

Ruth Canji worked in my third grade classroom this fall as a substitute for ten weeks when a family emergency caused me to have an extended absence. During that time she took full responsibility for planning and delivering curriculum and for communication with families at the critical start-up time of the year.

Ruth prepared fully for each day's lessons. She stayed in constant communication with the other third grade teachers and carried teacher materials home every day to plan lessons. She asked questions and incorporated suggestions from the other teachers into her planning. As a result, my class made progress as expected for that time of year.

I especially appreciated Ruth's taking ownership in the role of communicating with families. She wrote frequent newsletters describing curriculum and the progress of the class, and met with several parents individually to address concerns about their children. Because she quickly formed caring relationships with each student and was sensitive to their learning needs, parents were confident in her leadership.

I am happy to recommend Ruth for a full time teaching position. Please feel free to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Carole Skalinder".

Carole Skalinder
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