

To Whom it May Concern:

March 26, 2015

It is my privilege to write this letter of recommendation for Jessica Brown. It has been an absolute pleasure working at Heineman Middle School with Jessica as our long term maternity substitute in the music department. Jessica's transition has been so seamless that I often forget she is not a regular staff member. I would like to highlight the three areas that I feel she most strongly excels in: initiative, student interaction, and musical proficiency.

Jessica joined the Heineman music department in January 2015 as a full time band substitute. On day one, she hit the ground running and proved to be a real go getter! An extremely organized individual, she dove in right away. Jessica organized music, got the website updated, made herself familiar with the grading software, and sought out what tasks needed to be completed for upcoming departmental events. Jessica is always thinking about what needs to be done in advance in order to be successful--this is a critical skill for any educator and a skill that comes very naturally to her. We have joked that she is often keeping us senior members of the staff on task! She is not afraid to offer suggestions, changes, and will seek out the most efficient ways of doing things.

Jessica is a natural educator. She is extremely professional in her interactions with students, while being fun and encouraging. Her warm and kind personality is infectious--students enjoy being around her! During group/ensemble lessons she keeps the environment positive while challenging students to do their best. Always an encourager, Jessica sets high standards for the students and gives them a safe environment to learn and grow from their mistakes. She is equally skilled in speaking with other staff members and adults. She is on top of parent and staff communication and takes initiative in making regular contact with them.

Jessica is an extremely competent conductor and musician. She has high standards for the bands and they follow her. Jessica did an amazing job directing the bands at our recent spring concert. Students followed her skillful conducting which produced very high quality music! Jessica pushes her groups to listen critically, evaluate, and grow from their performances. Recently, Jessica and the senior band director have introduced an on-going project where students regularly complete group and self evaluations of their performances. This type of reflection has translated to greater proficiency and sensitivity towards the music within her ensembles.

I would like to give Jessica Brown my highest recommendation. She is a highly effective and quality educator and any school would be fortunate to have her as a staff member. If you have any questions or would like to speak further to Jessica's abilities, I would be happy to speak with you personally at 224-629-0058 (cell) or 847-659-4483 (school).

Sincerely,
Emily Moore
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