

April 28, 2008

To Whom It May Concern:

I am thrilled to write this letter of recommendation for Heidi Lothspeich. Heidi is completing her administrative internship here at Moorlands Elementary, which started in December 2007 and is to be completed at the end of this school year. At the same time, Heidi is a full-time Contained Learning Center teacher at Arrowhead Elementary, where she is doing additional administrative work. The ability to juggle these complex responsibilities speaks highly of Heidi. She has had to demonstrate her ability to multi-task, prioritize what best serves the needs of students, complete administrative and classroom responsibilities in timely manners, plan and act proactively based on the leadership and management needs, and think and react with poise in emergency situations, when they have arisen.

As part of her administrative internship, Heidi has been responsible for: Facilitating inservices (ex. Sexual abuse and misconduct), supervising and evaluating certificated and classified staff, assisting with placement of students into Special Education programs, disseminating WASL data and matching students with appropriate interventions, conducting a safety review of the entire school, and enforcing student rights and responsibilities. When giving responsibilities to Heidi, I have been able (with confidence) to delegate and then move on to other endeavors, knowing that Heidi will deal with and/or complete her tasks without my having to intervene or monitor her progress closely. Heidi keeps me abreast of her activities, whenever necessary.

As an unexpected part of her internship, Heidi has had to be the sole acting principal for multiple weeks due to my absences related to a family emergency, 5th Grade Camp Casey and an out-of-town staff development opportunity. During these weeks, Heidi gained greater trust from staff, parents, students, and me in how she responded to building needs. Not only did she continue to be the building “manager” but also continued the leadership and instructional endeavors of the school. Heidi is very skillful in the area of human relations and problem solving, which were put to the test while I was away.

If you have any questions or need more information, I can further elaborate on Heidi’s many contributions as a leader and on her potential as a school principal. Please feel free to contact me at (425) 408-5100.

Sincerely,

Bethel Santos
Moorlands Elementary Principal