

To: Administrative Hiring Team

From: Erin Keyser, Title I Preschool Teacher, Morse Elementary School

Date: August 4, 2016

Re: Elizabeth Bellhorn Recommendation Letter

I am writing this letter on behalf of Elizabeth Bellhorn and her pursuit of a teaching position in education. Please include it in her application documentation.

I have had the pleasure of working with Elizabeth for the 2015-16 school year. We worked closely as a teaching team for the Great Start Readiness Program (GSRP) at Morse Elementary School.

Elizabeth's responsibilities as the Associate Teacher for GSRP were varied and diverse. These included collaborative lesson planning based on student interest and data, daily and weekly preparation of materials, implementation of the High Scope Curriculum, recording, inputting and scoring daily anecdotal notes into the Child Observation Record (COR) Assessment, participating in an annual Program Quality Assessment (PQA) evaluated by an Early Childhood Specialist from Oakland Schools, daily parent contact and leading Parent Teacher Conferences and Home Visits. As the Associate Teacher, Elizabeth is required to assume the lead teaching position in my absence, a role she fulfilled and embraced.

During her time at Morse, Elizabeth regularly went above and beyond the requirements of her position. She coordinated the monthly parent volunteer calendar for our classroom, applied for grants to serve our program above and beyond the budgeted allocation, scheduled field trips and classroom visitors to enhance student engagement, participated in a variety of family involvement activities after school hours, and devoted extensive time in behavior planning for a specific student.

Though Elizabeth will be missed both at Morse and from my teaching team, she is well equipped to pursue a future in teaching young children. She is collaborative, reliable, and sensitive to the needs of her students and their families. If I can be of further support in Elizabeth's application process, please contact me at (313)283-7216 or ekeyser@troy.k12.mi.us.