

To whom it may concern:

I would like to recommend Angela Jenifer for consideration as an administrator at your school. Ms. Jenifer has been my friend, colleague, and mentor for many years. She has been an excellent assistant principal at our school and continues to serve our school with passion. She is very dedicated to her job and has been an excellent addition to our team. Ms. Jenifer would make an amazing addition to any administrative team.

One way that Ms. Jenifer has greatly benefited our school is her commitment to our Fine Arts Magnet Program. Ms. Jenifer has been the key administrator of our program for the past four years. She has overseen our selection, admission, and dismissal process. She is a constant support of our plays and Fine Arts productions. She is always there to support the students and teachers. Ms. Jenifer is also a wonderful mentor to the students and teachers in the fine arts program. She is able to connect with students on a personal level and help guide them in making the best choice. Her previous experience as a choral director helps her relate to the Fine Arts students and staff in our program. She shows compassion to the students and let them know that she cares about them.

Ms. Jenifer is also a great disciplinarian. In addition to making great connections with students, she knows how to fairly discipline students. Ms. Jenifer does a wonderful job investigating and administering fair discipline. She does a great job communicating with parents. She is able to handle every situation that comes across her desk.

Ms. Jenifer is also our key test administrator. She is able to coordinate an incredibly complex testing schedule to ensure the needs of all students are met. She clearly and effectively communicates with staff so that all know what is expected during testing. Ms. Jenifer is also a key player in analyzing the data from these tests. Her ability to find trends and patterns in the data has helped shape our curriculum and school focus over the last few years.

Another great attribute of Ms. Jenifer is her ability to mentor her teachers. Many of the teachers at our school can tell you that they often seek Ms. Jenifer's advice. Her door is always open to teachers who routinely stop by with various problems or concerns. Ms. Jenifer is always willing to listen, discuss and advise on any situation that occurs. I have often gone to her office seeking her opinion on various topics. I know that her experience will always be beneficial.

Her open door policy helps create a sense of community in the school. It lets teachers, parents and students know that she cares about them. Ms. Jenifer's ability to connect with everyone around her is her most advantageous quality. While Ms. Jenifer is wonderful at discipline and data, what sets her apart from others is her ability to care and connect with others. You will be hard pressed to find an administrator who cares more or who puts more of herself and her heart into her work. I would highly recommend Ms. Jenifer for an administrative position at your school.

Sincerely

Molly Knowles

Lead Theatre Teacher- Clayton County Public Schools

Lead Fine Arts Teacher- Jackson Elementary School of the Arts