

March 14, 2008

Castillero Middle School  
6384 Leyland Park Drive  
San Jose, CA 95120

To whom it may concern:

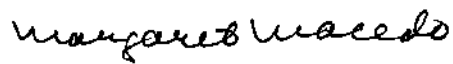
I am pleased to recommend **Rachel Daniels** to you for administrative employment. My association with Ms. Daniels began in August of 2005 when she started teaching at Castillero Middle School. Rachel brought to us a great variety of experiences within the educational community, among them:

- Classroom teacher, grades 2 through 5
- Classroom teacher, grades 6 through 8, technology and Robotics and Multi-Media, a course Rachel created and implemented
- Resource teacher, grades 9 through 12, technology
- Extended Learning Coordinator, San Jose Unified School District
  - Managed homework centers funded by the city of San Jose
  - Monitored the financial reports and budgets of each of the district's 43 schools and apprised school administrators of the status of these accounts
- Managed and coordinated San Jose Unified School District's Carl Perkins Grant which funds vocational education for high school students
- Program Coordinator, Success for All, a school-wide daily reading program for students grades 1 through 5
  - Arranged grouping, scheduling and assessing students, analyzed and maintained test data, adjusted student placement as students progressed through the program and provided professional development and resources to teachers
- PYP Coordinator, liaison between Horace Mann Elementary School and the district's other International Baccalaureate schools and International Baccalaureate North America
  - Manages and coordinates federal magnet grant at Horace Mann Elementary School
  - Established daily second language programs for all students grades 1 through 5
  - Conducts staff development
  - Provides support for teachers
  - Coordinates events with other district IB schools
  - Teaches ELD
- Served on School Site Council, elementary
- Served on data assessment and analysis teams, elementary and secondary
- Wrote the Horace Mann School Plan
- Earned:
  - Multiple Subject Credential with CLAD
  - Supplementary authorization in "Computer Concepts and Application"
  - Administrative Services: Certificate of Eligibility (Tier 1)

Ms. Daniels is well-organized, multi-tasks easily and effectively, has a wonderful sense of humor, thinks quickly and appropriately under pressure, is most gracious in meeting the public, leads by example and sincerely enjoys working with students. She has an innate ability to assess a problematic situation and respond pro-actively, neutralizing potentially difficult situations. Rachel is a planner who can be relied upon to see a project through to fruition. Her extensive computer literacy is a tremendous asset.

**Rachel Daniels** would be a valuable addition to your school and to your district. I recommend her highly and without reservation.

Sincerely,



Margaret Macedo, Teacher

Coordinator: Student Assessment Program

Manager: On Campus Supervision

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