

March 3, 2016

To Whom It May Concern,

I am writing this letter to support Traci Moore as she makes the transition from being an effective teacher leader to being an administrator. Traci is ready to move into a leadership role, and is someone you should seriously consider in your search for an administrator.

Traci demonstrates a number of qualities that I think will make her an excellent administrator. She has taken on a number of leadership roles in our district. She has been our Q Comp coordinator for several years. She has been responsible for leading the core committee, completing annual updates to the plan and managing all Q Comp activities, including goal setting, planning and coordination of PLCs, observation coaches, all annual PLC leader training, goal setting and data collection.

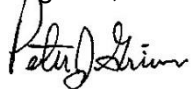
Traci has also played a pivotal role in literacy initiatives in the district. She has played a key role in many aspects of literacy, from a new reading adoption at our elementary school, to being one of the leaders in training elementary staff in formative assessment and progress monitoring, to being a leader in the building in developing tier two interventions for struggling readers. She has also been working with high school reading and math instructors to help them develop formative and interim assessment tools to assess student readiness for MCA tests, and help them develop intervention groups and strategies for struggling students.

Ms. Moore has been someone I have been able to count on to execute plans developed at the district and Board level. As an example, she developed a process for, and coordinated the execution of curriculum mapping by our special education staff – a unique challenge given the breadth of services and curricular needs. She developed the process and tools, including doing necessary research on best practice, met with staff to explain the process, and has been accountable for the execution and completion of the project. The combination of big picture thinking plus the ability to execute is a hallmark of Ms. Moore's professional work.

The bottom line is that Traci demonstrates a sense of vision, leadership with staff, and the ability to manage school wide initiatives. We will be sad to see Traci leave our district. However, it is clear that she is ready to move into a leadership position, and I recommend her without reservation.

Please feel free to contact me with any questions,

Regards,



Peter J. Grimm

Director of Teaching and Learning

Rockford Area Schools

6051 Ash Street, Rockford, MN 55373

763-477-9165 ext:4005

grimmp@rockford.k12.mn.us

