

# Memo

**To:** Mrs. Susan Swartz, Superintendent  
**From:** Peter J. Bednarek  
**Date:** May 12, 2023  
**Re:** Tenure Recommendation for Andrea DeMento

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Andrea DeMento currently serves as one of the Teaching Assistants at the High School grade level. She/he currently works with students on testing accommodations and supervision. I am recommending that Andrea DeMento receive tenure based on the following information and without reservation.

- **Planning and Preparation –**

Andrea has demonstrated the ability to prepare for her responsibilities and to be conscientious when it comes to understanding a new task or role. She has been tasked with shifting job requirements and settings that have changed and she has been able to learn, adapt and grow. She learns from experience, and this guides her as she plans and prepares for the next task.

- **Classroom Environment-**

Andrea supervises students in study halls, lunches, and occasionally other less-structured settings. She maintains order and routines as established in the building and treats our students with respect and care. Andrea is often assigned for substitute for teachers in a variety of classes and she is able to maintain a consistent environment conducive to student learning.

- **Instruction –**

Andrea's responsibilities as a Teaching Assistant do not regularly involve direct instruction but she does work with our special education students delivering accommodations during testing. She pays careful attention to the specific needs of each student and to the scheduling of exams for who and what needs to be covered on a given day.

- **Professional Responsibilities-**

Andrea has maintained all her necessary training/certifications and does so in a timely fashion. She follows directions and works to meet the expectations in each role she has held. She is a positive person and is timely with arrival to her assignments throughout her day (which can often be highly varied or change momentarily as coverages shift).