

Memo

To: Mrs. Susan Swartz, Superintendent
From: Catie Magil, Director of Pupil Personnel Services
Date: June 12, 2023
Re: Tenure Recommendation for Julie Myers

Ms. Myers currently serves as a Teaching Assistant in the 15:1:1 Special Class program at Scotia-Glenville Middle School. I am recommending Ms. Myers receive tenure based on the following information and without reservation:

- **Planning and Preparation**

Ms. Myers is organized and prepared for daily lessons and works well under the direction of the special education teacher. She effectively engages students in instruction and knows when to encourage persistence and when to modify the activity based upon the student's response. She dutifully performs TA-related responsibilities like preparing and organizing academic materials, keeping running records, and documenting student behavior, to name a few. Ms. Myers has a thorough grasp of each student's schedule and academic needs.

- **Classroom Environment-**

Students enjoy working with Ms. Myers as she has a natural way of connecting with them. She gets to know each student on a personal level and exhibits patience, compassion and boundaries with students who exhibit challenging behaviors. Ms. Myers supports the special education teacher by implementing academic and behavioral routines with consistency.

- **Instruction**

As a teaching assistant, Ms. Myers collaborates with the educational team and colleagues outside of the classroom. Within the classroom, she assists the special education teacher in the delivery of differentiated instruction. She provides scaffolded support and can discern when she needs to fade support to promote student independence. As is the case for all teaching assistants, Ms. Myers will continue to grow in her knowledge of highly effective instructional strategies and the content area learning standards.

- **Professional Responsibilities-**

To contribute to the school climate and culture, Ms. Myers coaches softball and soccer, participates in Ski Club, and attends school events. She also participates in district-required professional development offered to Teaching Assistants.