

# Memo

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

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Ms. Cook currently serves as a Teaching Assistant in the Developmental Skills 8:1:2 classroom at Glen Worden. I am recommending Ms. Cook receives tenure based on the following information and without reservation.

- **Planning and Preparation –**

Ms. Cook is highly organized and supports the special education teacher in delivering daily lessons. She collects and organizes materials, facilitates small group instruction, contacts necessary stakeholders, and performs all tasks needed related to her job title. She also has a thorough grasp of each student's needs and how to support them academically and emotionally throughout the school day.

- **Classroom Environment-**

Ms. Cook interacts effectively with students with developmental disabilities (Autism). She is nurturing while being authoritative and consistent in her expectations.

- **Instruction –**

As a teaching assistant, Ms. Cook assists the special education teacher in the delivery of differentiated instruction to each individual student. She knows when to intervene and provide prompting and when to stand back and promote student independence. Ms. Cook efficiently runs the classroom when the special education teacher is absent.

- **Professional Responsibilities-**

Ms. Cook contributes to the school and community through her participation in Founders Day, attending the high school craft fair, and attending school events like band or orchestra concerts.