

Mary L. Cass  
7615 Knoyle Road  
Erie, PA 16510  
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To Whom It May Concern,

I am writing to recommend Jennifer Penfield for a position as an elementary education professional at your school. I have had the pleasure of working with Jennifer at Rolling Ridge School during two of her substitute teaching assignments there: One as a fifth grade teacher and one as a second grade teacher.

I am a former first and second grade teacher myself, and currently work as a Personal Care Assistant at Rolling Ridge. During the 2009-2010 school year, I was a PCA for a 5<sup>th</sup> grade girl in the Life Skills classroom. She attended many classes in the regular education setting, and was in Mrs. Penfield's homeroom and Science class while Mrs. Penfield was a substitute teacher for the second half of the school year. The children in the classroom were nervous about having a long-term substitute teacher, and Mrs. Penfield put them all at ease from the very first day of her teaching assignment. Her friendly and personable demeanor immediately won their trust, and encouraged them to do their best and achieve academic success in each class she taught. She also went out of her way to enable my 5<sup>th</sup> grade student to be comfortable in her class. She greeted her with a smile each morning as she entered her homeroom, and in the afternoon during Science class, she would include my student in class discussions and projects, making accommodations so that she could participate at her own level.

During this school year, I personally witnessed the courage and compassion of Mrs. Penfield as she dealt with an emergency situation during her first day on the job. I will never forget how calm and in control Mrs. Penfield was as she handled the emergency as a true professional, assisting a child in need. Her actions that day exemplify to me that she has the knowledge and capabilities necessary to manage a classroom of her own successfully and with genuine love for her students.

I also had the opportunity to further observe Mrs. Penfield's expertise as she was a long term substitute teacher in second grade during the entire 2011-2012 school year. Her classroom that year was beside the Life Skills classroom in which I worked. I observed her on a daily basis with her little students, encouraging them to be quiet in the hallway, teaching them to be respectful of others, and I also observed how eager those little children were to follow her directions, and please her. She was obviously loved by her children, as they responded to her love and care for them. To me, these are very important qualities: to be able to teach love and respect to little children by your own example.

I feel that Mrs. Penfield is very qualified to work with children in a classroom setting, and that she would be an excellent addition to your faculty.

Sincerely,

*Mary L. Cass*