



February 7, 2019

To Whom It May Concern:

It is with pride and enthusiasm that I am writing to recommend Jackie Collins. I have had the opportunity to work beside Jackie for the last six years at Oak-land Middle School. In her role as instructional coach, I have been consistently impressed by Jackie's ability to build relationships, create systems to support learning, and bring out the best in students and staff. Jackie's multifaceted skillset and genuine approach to being a leader of learning make her a candidate of the highest caliber.

Jackie stepped into the newly created position of instructional coach in the fall of 2014. Although the job was relatively undefined, she developed an immediate and positive rapport with staff that has helped her to build a reputation as a valuable resource to the school community. The work that Jackie has taken on has been varied and complex. She has been instrumental in developing a culture of continuous learning and growth for our teachers through the implementation of PLCs. This work has involved establishing norms, managing logistics, facilitating discussions, and providing valuable data to teams of teachers. Additionally, Jackie has been heavily involved in the curriculum review process at the district level, served as the leader of our building's co-teaching initiative, and provided countless hours of coaching and support to both new and veteran teaching staff. Jackie's impact on our building has been indisputable, especially as we have transitioned to the middle school model and redefined our building's priorities and culture. She has led a multitude of professional development sessions in this work, served as the liaison for our district's teacher development process, and built our schoolwide advisory program, which is now the pillar of our school's programming. Her contributions to our school are endless.

Jackie consistently brings a contagious level of enthusiasm for her work. Whether facilitating a training session, mediating a tense staff discussion, or working with a struggling student, Jackie's actions consistently produce positive outcomes. This is a testament to her ability to develop personal connections with those she serves. She is a trusted and valuable member of our administrative team. In the fall of 2015, she stepped in to serve as our building's interim assistant principal and was able to gain experience in the areas of school safety, supervision of staff, and student discipline. Her professional demeanor and evolving knowledge of best-practice have served as an inspiration and model for our staff, and allowed me to grow professionally from our work together.

It is evident that Jackie's philosophy of educational leadership places relationships first. She understands that building capacity in teachers and students, motivating others, and developing schoolwide systems requires a strong foundation of trust and respect. Jackie would be an asset to any school and I have no reservations in recommending her.

Sincerely,

Kyle C. Kane
Assistant Principal
Oak-Land Middle School