



March 29, 2016

To Whom It May Concern:

I am pleased to write this letter of reference for Adam Nelson, currently the Assessment Coordinator for Columbia Heights Public School district.

Adam served as the Assistant Principal at Valley View Elementary during the 2014-2015 school year. He was the summer school principal July of 2014 during which he organized the curriculum, prepared the schedules, student classroom placements, and the hiring of the staff.

Mr. Nelson has effectively demonstrated a number of administrative competencies during the past two years. As one of the instructional leaders in the building, Adam frequently monitored instruction in the classrooms, provided feedback to teachers during walkthroughs and did formal evaluations.

He is very organized, meticulously pays attention to details and completes all assignments in a timely and efficient manner. As the lead disciplinarian in the building, Adam demonstrated good decision making skills and excellent interpersonal communication skills while interacting with students, teachers and parents.

Mr. Nelson closely monitored our school budget weekly and provided me with helpful insight for decision making purposes. His previous experience with the AVID program has been invaluable at Valley View. Last year our school started the AVID program in our fourth and fifth grades. He was very instrumental in effectively implementing this new program in our school.

Mr. Nelson assumed the district Assessment Coordinator position for the 2015-2016 school year. He has done very well in this position. All principals and other administrators have been impressed by the amount of helpful information he has provided this year.

It is without hesitation that I recommend Adam Nelson for any administrative position which he is qualified to apply. If you would like more information, please feel free to contact me.

Sincerely,

Willie Fort

Principal