

March 1, 2013

Dear Search/Interview Committee Members:

It is a pleasure to write a letter of recommendation for Ms. Jayanthi Bunyan. I am the music teacher at Birch Elementary. Birch is a Pre-School through 5<sup>th</sup> grade elementary school located in Broomfield, Colorado, USA with a student enrollment of approximately 400 students. Ms. Bunyan and I shared a classroom at Birch for three years, and during those three years, I had the privilege of observing Ms. Bunyan's instruction.

During her three years as the itinerant music teacher, Ms. Bunyan was responsible for the music instruction of two first grade classes two times per week. Ms. Bunyan's classes were well planned out and her instruction and assessments were age and grade level appropriate. The students were engaged during the music lessons, and they were eager to learn from Ms. Bunyan. She also was effective in using a variety of instruction and assessment strategies to meet the diverse needs of her students.

In regards to classroom management, Ms. Bunyan maintained a classroom environment that was conducive to learning. She was kind, fair and firm when needed. The students respected and liked Ms. Bunyan as a teacher and as a person. Classroom management issues were not a concern, and Ms. Bunyan was always willing to ask for strategies or suggestions to improve her classroom management skills. Each year Ms. Bunyan's classroom management skills and strategies improved.

Ms. Bunyan was very knowledgeable of the content being taught, and she was a life-long learner by participating in the school district's music professional development opportunities, as well as attending the Colorado Music Educators' Association's (state organization of the National Association for Music Educators) annual music conference. Through these professional development experiences, Ms. Bunyan stayed current on music activities and instructional strategies and assessments to apply in her music classroom.

Being in multiple schools is not an easy task. Yet Ms. Bunyan developed and maintained relationships with various staff members and administration. She was well liked and respected by not only me, but other members of the staff. As a veteran teacher, I appreciated the opportunity to observe Ms. Bunyan in the classroom. I learned as much from her as she did from me; and we were able to share ideas, strategies, frustrations and conversations personally and professionally. I have the utmost respect for Ms. Bunyan and have no reservations in recommending her for a teaching position. Your school or organization would be very fortunate to have Ms. Bunyan as a member of your teaching staff.

If you have any questions or need more information, please do not hesitate to contact me. My contact information is listed below.

Sincerely,

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