

# James. H. Harrison Elementary School

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Prince George's County Public Schools

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Dr. Wanda C. Williams  
*Principal*

Ms. Jacqueline Abrams  
*CSEP Coordinator*

June 23, 2013

To Whom It May Concern:

My name is Dr. Williams and I write this letter of recommendation on behalf of Ms. Lonjel Hall. Ms. Hall was an employee in my school for the 2012-2013 school year. She held the position of dedicated aide for a student with learning disabilities. She worked in a departmentalized setting with two teachers third and fourth grade. Lonjel was responsible for ensuring the daily objectives and goals were met for her student. During her time at James H. Harrison Elementary School, she displayed natural abilities of a teacher by going beyond her responsibilities to help students learn and to assist the entire school community where needed.

Ms. Hall is well organized and compassionate about helping all students learn. This was evident by the assistance she provided to her dedicated student and other students. She possessed a welcoming demeanor that made students seek her guidance during learning. As a result, she went beyond her responsibilities in and out of the classroom. She often worked with the teacher of record to find the best way to help her student during lessons to attain specific skills. At times this required creating graphic organizers and color coding steps for understanding.

Ms. Hall is able to communicate effectively with staff, parents, and students. She made every effort to keep her dedicated student parents informed. In fact, Ms. Hall wrote a daily parent report and kept a computerized log of her communications. She also has demonstrated leadership skills by volunteering to implement an incentive plan and lead a class multimedia project.

The work ethic that Ms. Hall conveys makes her a positive, welcomed addition to any school. She brings a wealth of technology experience and creativity that is often needed in the education field. She is willing to assist co-workers, students, parents, and administration in any manner. If given the opportunity, I would gladly hire her, and I recommend her without reservations.

Sincerely,

*Wanda C. Williams*

Dr. Wanda C. Williams, Principal