



EAST GRAND MIDDLE SCHOOL

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March 24, 2014

To Whom It May Concern:

Tim Carlin was hired a year ago as the Middle Park High School and East Grand Middle School Assistant Principal. In my three years as middle school principal, I had never had an assistant principal. It has been a pleasure to work with Tim this past year.

Tim did not have experience working in a middle school; however, he approached this new position in an extremely positive manner. He wanted to learn as much as he could and help support the staff and students in any way possible.

One of Tim's greatest strengths is his interest in current educational practices and theories. Tim takes the time to stay engaged in literature and research related to education. He thrives upon sharing and discussing this information.

I have known some educators who seem a bit stuck in the theory of education and don't engage in the actual learning occurring in the building. This is not the case with Tim. While he most definitely will base decisions or practices upon current research, Tim certainly does not sit in the office all day reading. Rather, he would prefer to be out in the building, observing teachers and students, and building relationships. Tim is extremely personable and believes that connecting with people is one of the most important aspects of the job.

During the past year, Tim has been instrumental to the middle school in multiple ways. He has assisted with discipline. Tim relates well to middle school students and takes the time to listen to their concerns; additionally, he can communicate well with parents. A goal of the district this year was to revamp our RtI program into MTSS and to ensure consistency in documentation and processes district-wide. Tim took on the role of creating videos and other training materials for all teachers. Tim is also very savvy with data and is a great resource for data analysis. Additionally, our district has spent a considerable amount of time implementing the 191 evaluation rubric. Tim was a member of this committee, and he has assisted teachers in understanding the rubric and in choosing student-learning outcomes. Finally, Tim has scheduled and organized the new CoGAT testing that our district is using to identify gifted and talented students.

On a more personal note, Tim is a great administrative partner. I have really appreciated having someone who is willing to share ideas and problem-solve with me, in addition to just being willing to do whatever it is that needs to be done from recess duty to classroom walk-throughs. Tim recently mentioned to me how much he has enjoyed his work at the middle school this year. I was happy to hear this comment; I believe Tim is a great fit at the middle school. I have no doubt that Tim will be a wonderful addition to any school.

Please do not hesitate to contact me if you have further questions.

Sincerely,

Jenny Rothboeck, Principal