



## PAN AMERICAN SCHOOL

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To Whom It May Concern:

For the past two years, I have been the Instructional Coach in the preschool and elementary divisions for the Pan American School (PAS) of Porto Alegre, where I have had the pleasure of working with Tracy Andersen. Tracy is a passionate teacher who is a role model for students and teachers alike. As a teacher of the International Baccalaureate Programme, Tracy not only teaches the Learner Profile traits as part of the curriculum, she embodies them.

Tracy is an effective teacher who maintains fair and consistent expectations for all her students. Students know that when they walk in her classroom, they will work hard, but they will also be treated with respect and receive what they need to be successful. This year, she is working with her students on developing the practice of mindfulness. Every day, after the mid-morning snack break, students utilize a mindfulness strategy to recenter themselves, so they can return to the classroom ready to engage in academic instruction.

Tracy also strives for mindfulness and reflection as she crafts her daily plans and classroom instruction. She understands that issues outside her classroom, including schedule changes and transitions, can affect the behavior of her students inside her room, and accounts for these in her planning. While she carefully plans lessons, considering individual students, content, and co-teaching strategies with her teacher assistant, she knows that plans are simply plans. Tracy continually conducts formative assessments to determine if students are grasping content, if they need a small group, or if they need to be stretched further - and modifies her instruction accordingly.

Tracy is an extremely capable teacher in all areas, and especially shines in promoting a literacy-rich classroom. She has a vast knowledge base on literacy strategies, but continues to read current magazine articles and literature to add to her tools. In April 2016, she presented a workshop at the annual conference for the Association of American Schools in South America. In this workshop, titled VoBackulary, Tracy highlighted and demonstrated a variety of vocabulary strategies that can be used in any subject area, by virtually every grade level. This year, she repeated that workshop for our staff at PAS, and worked to help participants tailor these strategies to their specific grade level and population.

While some teachers shy away from collaborating with others, Tracy is a role model for professional collaboration. When other teachers were curious about how she promoted and utilized fluency as an instructional practice for reading achievement, she shared information, materials, and welcomed them into her room to observe the practice in action. Because of her openness, those teachers have incorporated fluency into their daily literacy routines. She also collaborated with a first grade teacher to pair their students for reading buddies. Tracy also provides leadership for the teacher assistant in her room, but strives to incorporate her as another teacher, maximizing the use of another adult.

As the instructional coach, I have had the privilege of working with Tracy as she conducts action research in her classroom. This year, we have collaborated three separate times to determine how a specific instructional technique or strategy might best help her students meet a specific standard. Together, we have explored the effectiveness of different methods of co-teaching, working in a team to align rubrics to standards, and vocabulary terms with fractions. While other teachers have been more hesitant to collaborate, Tracy sees coaching as an opportunity for collaboration that serves to develop herself professionally, so she can meet the needs of her students.

In conclusion, I would wholeheartedly recommend Tracy Andersen for your consideration in this position. Her passion and commitment is evident, and she will be an asset in any educational institution. Please feel free to contact me if you need further information through email at [rjenner@panamerican.com.br](mailto:rjenner@panamerican.com.br).

Sincerely,

Rachel Jenner

Instructional Coach, Pan American School of Porto Alegre (Brazil)