

Memo

To: Mrs. Susan Swartz, Superintendent
From: Mark McCarthy
Date: March 1, 2024
Re: Tenure Recommendation for Amanda Walter

Amanda Walter currently serves as one of the mathematics teachers at the High School. She currently teaches Algebra I, College Mathematics I & II, and BC Calculus. I am recommending that Mrs. Amanda Walter receive tenure based on the following information and without reservation.

- **Planning and Preparation** – Mrs. Walter is prepared daily with her lesson plans. Her plans are detailed and prepared well in advance of a given instructional day. Lessons are coherent and sequential. She collaborates and shares nicely with her colleagues and is an asset when it comes to exploring new ways of teaching.
- **Classroom Environment** – Mrs. Walter has developed a stronger classroom presence and she always treats students with respect and dignity. Mrs. Walter works to build positive relationships with each of her students. Mrs. Walter works with students during planning periods and after school on a regular basis; this signifies to her supervisor that she has built a positive and trusting relationship with so many of her students.
- **Instruction** – Mrs. Walter uses multiple teaching techniques, in an effort to reach the varied learning styles of her students. Students can be found doing hands on activities, group work, inquiry and/or small group instruction on any given day. Mixing up your delivery of instruction is a good way (in her supervisor's opinion) to get students interested/engaged in mathematics. Mrs. Walter truly tries to do this, and she is always looking to grow professionally by researching teaching techniques through the internet and by attending conferences.
- **Professional Responsibilities** – Mrs. Walter is dedicated to her profession, and she is willing to explore different teaching strategies and techniques. In the area of parent communication, Mrs. Walter will call home, send an e-mail, or set up a parent conference to address the concerns of her students' parents. Although Mrs. Walter has not been overly active in school committees, I look forward to her becoming a member of upcoming committees as I feel she has much to offer. As a member of the High School staff, Mrs. Walter is well respected by her colleagues and her administrator.