

**Belle Creek Charter School
Formal Observation
(Classroom Environment)**

Name: Amy Miller

Date: 9/28/05

Subject/Grade: Kindergarten

Setting: Literacy Groups

Organizes physical setting for effective and efficient learning 1 2 3 4 (5)

Evidence and Comments

Amy's class was very clean, organized and brightly lit. Student's art work and classroom activities are on the walls for parents and children to see. Desk are arranged neatly and labeled according to shapes. Students are able to move around room freely.

Exercises classroom control in a positive manner, using a variety of effective behavior management techniques 1 2 3 (4) 5

Evidence and Comments

Classroom control was placed on the children. Children understood the class rules and were expected to abide by them. Only a few times was it necessary for Ms. Miller to speak directly to any student about behavior. One student from Ms. Horst's class was not working on a table activity where they had to write the beginning, middle and end to a story they read earlier. Ms. Miller redirected student by letting him know he could do the work but needed to try. He commenced to try moments later. Re-direction was always in a positive manner and tone of voice.

Uses a variety of instructional strategies 1 2 3 (4) 5

Evidence and Comments

Ms. Miller used a variety of instructional cues to get the attention and understanding from students. She read stories, used examples, gave directions verbally prior to all activities. All approaches to learning styles were utilized at some point of the observation period.

Establishes a climate where students feel free to question and think creatively. 1 2 3 4 (5)

Evidence and Comments

Students were very active and participated in the majority of the activities prepared for them. At large group time, students sat quietly to hear questions from teacher on Nothing Sticks like a Shadow. Students answered questions and asked some of their own. The exchange of information was great. There was one student that was crying because her picture was drawn upside down on her paper. Amy approached the situation very

sympathetically. She told the student she understood her feelings and gave her a clean sheet to start over. Students are not afraid to show emotions, disappointment, happiness, joy and even anger if demonstrated appropriately.

Uses instructional time effectively

1 2 3 4 **5**

Evidence and Comments

Transition times moved smoothly in class. Students flowed from one activity to the next with a clear understanding of what comes next. Activities were started and had ample time to complete, or finish to a point where it could be completed at a later time. Schedule was followed and time frames met.

Shows evidence of adequate lesson preparation and organization

1 2 3 4 **5**

Evidence and Comments

Ms. Miller's class period flowed smoothly. Activities were preplanned and ready for students to use. Activities and materials utilized supported the learning objectives.

Establishes and clearly communicates parameters for student classroom behavior.

1 2 3 **4** 5

Evidence and Comments

Students are aware at all times the expectations of the teacher. When student actions went beyond boundaries, teacher would quietly approach them and request the rules to be followed. Also, after assignments were completed, students were given choices to decide how to fill their time.

Plans and implements classroom procedures and routines that support student learning.

1 2 3 **4** 5

Evidence and Comments

Activities were age appropriate and followed the lesson objectives. The skill practiced was beginning, middle and end. Teacher gave examples of each and asked if anyone had questions on what they needed to do to complete the activity. Ms. Miller reviewed some of the papers with students as they completed them early.

Makes materials readily available to the students

1 2 3 4 **5**

Evidence and Comments

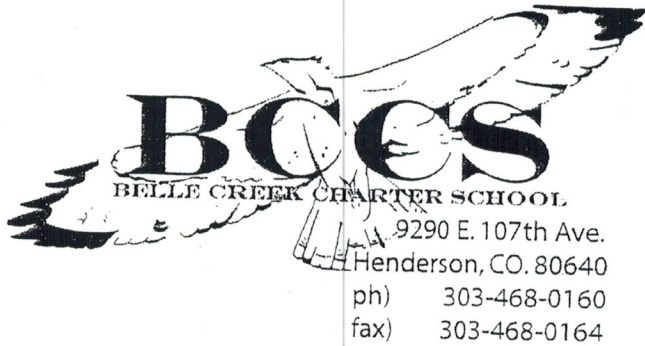
Materials in the classroom were at student level and easily accessible to them. Each table had sufficient supplies on them for each child seated.

Follows BCCS's discipline plans consistently

1 2 3 **4** 5

Evidence and Comments

Did not have the opportunity to witness this during observation, however, students sent to office are followed with a phone call to parents by the teacher. Communications are



March 9, 2006

Dear Educator:

It is my pleasure to prepare this recommendation letter for Ms. Amy Miller. Amy has been a full day kindergarten teacher at Belle Creek Charter School for 3 years. She has become a leader in our school and a wonderful asset to our kindergarten team.

Amy approaches her job each day with enthusiastic, organized, and well prepared lessons that easily accommodate her students' needs. She is very familiar with differentiated instruction and works hard to maintain a good instructional program. Amy plays an important role on the literacy committee to ensure that all Colorado State Standards are being met through our literacy program.

Amy provides a safe, engaging, and goal-oriented school environment. She has a positive attitude and is well liked by staff, parents, and teachers. I highly recommend Amy for a teaching position in your school. Please feel free to contact me for any additional information.

Sincerely,

Jennifer Horst
Kindergarten teacher and Gifted and Talented Coordinator
Belle Creek Charter School
303.941.7806
jhorst@brightoncharter.org

Belle Creek Charter School
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Henderson, CO 80640

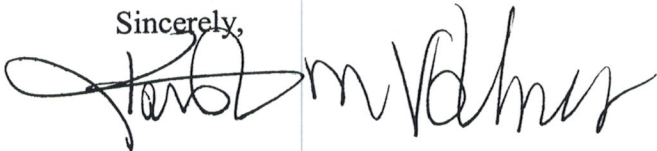
May 15, 2006

To Whom It May Concern:

When asked about Amy Miller and her abilities as a teacher numerous qualities come to mind. Amy has the ability to quickly and accurately assess her students' strengths, needs, and adapt her teaching to meet those needs. Amy plans and executes a variety of activities and lessons to assist all students in their understanding. She also provides a variety of age appropriate activities that not only foster academic growth but allow children choice, flexibility, and the chance to showcase their creative talents.

Amy is very dedicated to her profession. She is always available to parents. She is also conscientious about completing all tasks that are necessary for teaching such as short and long term lesson planning, and progress reports. She is a team player and always works hard to assist team members. Amy is an asset to our staff and would be a positive addition to any school.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kristin Vollmer', written in a cursive style.

Kristin Vollmer
Mentor Teacher

To Whom It May Concern,

I am writing to recommend Amy Miller for your open position. My children attend the school where she currently teaches and I have seen her first hand interacting with her students. My daughter was in her kindergarten class the 2004-2005 school year. I found her to be open and easily approachable. Ms. Miller is a caring and energetic individual that truly cares about students. The children she has taught are well educated and extremely prepared for the next school year. I have known her to go out of her way to accommodate each child's individual needs. She works well with our entire educational community and will be a great asset to any school.

Sincerely,

A handwritten signature in black ink, appearing to read "Deborah Lovely", with a large, stylized flourish underneath.

Deborah Lovely

303-450-3156

Lovelyint@Yahoo.com