



KPS | Korea POLY School

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To whom it may concern,

It is my pleasure to write this letter of recommendation on behalf of Kiley Little for acceptance into The College of New Jersey's Offsite Graduate Program for Overseas Education in the Secondary stream. Kiley worked at POLY School for 14 months from January 2012 to March 2013. As the school's Assistant Director and her direct supervisor I observed her commitment to Korea Poly School's curriculum as well as her passion for education.

Throughout her time at POLY school it was clear she is devoted to becoming the best kind of educator. Kiley is a dependable, patient, creative and organized teacher. Her responsibilities included lesson planning for kindergarten through sixth grade classes in a range of subject areas, grading assigned homework, projects and tests, completing student evaluations, as well as planning for additional one-on-one student tutoring. On top of her required workload Kiley often went above and beyond in and out of the classroom. Throughout the year Kiley volunteered her time to plan school activities and celebrations. In particular Kiley spearheaded the planning and execution of a full day of Halloween activities for all POLY students. Not only did this show her initiative and organization skills but also her collaborative skills in working together with the Korean teachers to ensure all aspects of the event were covered and that it ran smoothly.

Her passion for teaching is easily recognized through the sincerity and dedication she brings to the classroom and to the school. She is committed to seeing the progress and development of each and every one of her students. Kiley was chosen specifically to teach an intensive writing class with the purpose of preparing a select group of students for an International English Writing Exam. Over the duration of the course Kiley worked vigorously to ensure her students would be fully prepared. As a result of the time and dedication she put into the class, two of the students scored in the top percentile on the exam.

Working in a school requires teamwork between co-workers and administration. This task can become more difficult when there is a language barrier involved. Over the course of the year, Kiley proved to have exceptional communication skills, not only with her students but also with her co-workers and superiors. Ms. Little was a well-respected asset to POLY School and I can confidently say that she will be a valuable addition to any school in her future. She is an outstanding candidate for the teachers degree program at The College of New Jersey.

Sincerely,

Victoria Park
Assistant Director
POLY School