March 19, 2015

To whom it may concern,

This letter is written to support the application for a Special Education Teaching position by Mrs. Tamika Riggs. I have had the true privilege of working with Mrs. Riggs since 2001 in an Indianapolis Public School, George Washington Community School, where she and I were employed by the Mary Rigg Neighborhood Center, lead partner in its community school initiative. In this role I served as her supervisor (until this January), first when she coordinated a conflict resolution program for the middle school and later when she was appointed Extended-Day Manager and managed the comprehensive Hub afterschool program for students in grades 7-12.

Of all the employees I have ever supervised, Mrs. Riggs is the single most qualified individual to serve as a classroom teacher, bar none. Her creative, organizational, student connection, and youth management skills are simply amazing. The students nearly instantaneously connect with her, respect her authority, and value her attention. I wish I had the skills and abilities she has with the youth—especially with regards to classroom management. It is this experience with the most in need among the students that guided her on the path of acquiring a license to teach children with special needs. That fact alone gives me intense pride and admiration for Mrs. Riggs as a professional and as a person.

It is my professional and personal recommendation as a former classroom teacher that you hire Mrs. Riggs for a Special Education Teaching position. I can promise that you will not be sorry. She is the very kind of person we want teaching our children in America’s public school classrooms. Do not hesitate to call upon me for further information.

Sincerely,

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Jim Grim

Director of Community School Partnerships

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