

August 22, 2019

To Whom It May Concern:

I am writing in reference to Ericka Betancourt, a former employee at the Newgrange School. Ericka was employed at Newgrange as a Bilingual Teacher Aide. She worked for us for 2 years (September 2017 - June 2019). She left Newgrange when she found a job as a Math Teacher in a public school system. This was her goal - to be a math teacher. During her time with us her overall job performance was excellent. If the opportunity came along, I'm sure we would hire her again.

Ms. Betancourt performed many duties in our school - classroom aide in all classes and grades, substitute teacher in all classes and grades, served as a translator at IEP and other parent meetings, tutored students in math, assisted teachers in making phone calls to our Spanish-speaking families, set up a Spanish voicemail and monitored the calls coming in, translated our student and parent information forms, translated report card comments. She liked to be busy, so if there was ever a lull in her day, she would go to the office or the school nurse to see if they had any documents that needed to be translated. She took the initiative and helped to get things done. She was always efficient, respectful, reliable and dependable.

I had the opportunity to observe her working as an aide as well as a substitute teacher on a number of occasions. She provided instructional assistance in a calm and reassuring manner. Students would listen to her and follow along with her guidance. She also demonstrated an excellent grasp of the math content and instructional skills far above the novice level.

In addition to her outstanding work ethic, Ms. Betancourt clearly has a strength when it comes to working with people. She was able to develop positive and constructive relationships with all of our students and especially with our Spanish-speaking families. These families always turned to her with their concerns and questions. They knew she would help take care of their children. These positive relationships also extended to our entire staff and administration. She was well-liked and well-respected by all. I think you will find Ms. Betancourt to be a strong and resourceful individual, someone who will give more than expected in so many ways.

Feel free to contact me if you need additional information.

Sincerely,

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