

To Whom It May Concern:

I have been working with Heather Carreiro for the past three years, and it is with great enthusiasm that I recommend her for an administrative position. I met Heather when we came to work at ISHCMC - American Academy together, and her capacity for competent and compassionate leadership was clear almost immediately.

Heather is one of the most organized, proactive people I have ever met. During her first year as an English Department Head at a brand new school, Heather did a wonderful job leading the department in curriculum design. The following year, she fulfilled multiple roles as an English teacher, department head, SUPA Coordinator, field trip planner, and part-time administrator. What impressed me the most was her ability to balance all of these positions with ease, and to meet the demands of each competently and effectively.

Another thing that strikes me about Heather is her creativity. As an administrator, Heather has used her creativity to design ad campaigns for school programs, plan and implement staff-led professional development days, and turn an ordinary field trip into a real-life version of "The Amazing Race." She also encourages teachers to feel comfortable pursuing their own creative efforts. For example, she recently supported the implementation of a co-taught, interdisciplinary class that utilizes the unlikely combination of PE and Information Technology to teach 21st century skills.

Most importantly, Heather never fails to lead with warmth and compassion. Even at her busiest she is friendly, warm, and approachable. As a result, she maintains a wonderful rapport with students and staff alike.

I have appreciated the opportunity to work with a colleague and administrator like Heather. She is a true asset to any institution, and I recommend her without hesitation for an administrative position at your school.

Sincerely,

Lindsey Sanna
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