

Hampton Township School District
Hampton Middle School



Dr. Marlynn M. Lux, *Principal*
Dr. Michael W. Silbaugh, *Asst. Principal*

March 26, 2019

To Whom It May Concern:

I am extremely pleased to be recommending Ms. Emily Skirtich for consideration for an administration position in your school district. I believe Ms. Skirtich is an outstanding candidate based on her leadership skills, dedication to the profession, and dependability. It is with pride that I transmit my statement of Emily's qualifications.

Emily Skirtich completed her principal internship at Hampton Middle School during the summer of 2018. Under my direct supervision, she assumed all daily operations and management of the Hampton Summer Program, a K-12 program that spanned two full weeks. I was highly impressed with her fulfillment of duties. I quickly learned that I could trust her to problem solve situations, handle all parent communication, and attend to teacher needs on a daily basis. She is very approachable with teachers, parents, and students. Her sincerity and love for education fosters an environment where teachers want to teach and students want to learn. At the end of our program, she compiled a summary report to submit to our Board of School Directors.

Ms. Skirtich greatly contributed to the Hampton Middle School Vision Team planning, comprised of team leaders and department chairs. This group of teacher leaders worked collaboratively over the summer to develop a new vision for our school. Emily assisted me as I led this process using the Appreciative Inquiry model. The Vision Team continued to work with the entire faculty and staff during the first two months of school. After the final vision was attained, Emily created an appealing version of the vision that we eventually shared with all stakeholders and displayed throughout our school.

Throughout the internship, Ms. Skirtich proved to be a very dependable and committed employee. If I asked Emily to take the lead with a specific task, I knew I could count on her to not only complete it, but moreover, to do an excellent and thorough job. For example, I took a week-long vacation during her internship. She still chose to report to work each day, under the supervision of the assistant principal, and she led a student meeting for our new studio development during that time. She continued to communicate with me while I was away. She honestly did an excellent job, and it was during that time that her level of commitment and passion became very apparent to me.

Emily's intrinsic motivation is the key to her success. I cannot impress upon you enough what a worthy candidate Ms. Emily Skirtich is for your school district. I am confident that her work at Hampton Middle School has been just a small sample of her abilities to lead and contribute to an academic program. Please accept my highest recommendation. If I may be of further assistance, please email me at lux@ht-sd.org

Sincerely,

Marlynn Lux, Ed.D.
Principal
Hampton Middle School
412.492.6357