

Treeside Charter School
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To Whom it May Concern:

April, 2022

I worked closely with Joseph Wright while he served as an administrative intern at Treeside Charter School from August to December, 2019. During that time, Joseph demonstrated many qualities of a successful administrator.

Joseph designed professional development for teachers and learning interventions for students. He analyzed assessment data to understand students' individual learning needs. He researched Utah core standards to identify vertical alignment across grade levels. He studied the school charter to understand the school's educational philosophy. He searched for local resources which would accommodate groups of students and provide enriching learning opportunities. He put it all together and developed a learning module which contained online professional development for teachers, a walking field trip to a nearby wetlands park, targeted written learning activities for various grade levels, and an assessment. Joseph's work and dedication showcased his administrative abilities to understand the needs of students and to work with teachers to meet those needs in ways which empowered teachers and which had a minimal impact on the school's budget.

Joseph worked to ensure compliance with federal laws and regulations. He worked extensively to update student 504 records and to ensure services were provided and documented. His work helped the school to reach the required level of compliance and to prepare for an audit.

Joseph attended staff meetings and school board meetings. He asked questions which showed that he was seeking understanding of complex issues. He offered suggestions which showed that he was thinking ahead to the implementation of ideas being discussed. His continual focus with the end in mind showed that he approaches administrative challenges with a clear vision of the outcome.

Joseph's drive to understand students' needs, his tireless work in doing what's best for students, his sensitivity to school compliance and budget issues, and his outcome-based approach to administrative challenges all demonstrate that he has the capacity to be an effective administrator. Without reservations, I recommend Joseph for any administrative position in education.

Sincerely,

Todd Hepworth, Director //signed//

Treeside Charter School, Provo UT