

January 10, 2011

Letter of Reference for Mr. Mark Mayer

To Whom It May Concern:

It is with great pleasure that I write this letter of recommendation on behalf of Mr. Mark Mayer. Mr. Mayer was employed at Wrocław International School as Assistant Head of School and IB Middle Years Program Coordinator from the period of August 2007 to June 2009. During this time I was Mr. Mayer's immediate supervisor.

Let me begin by saying that Mr. Mayer stood out as an extremely dependable and diligent individual whose leadership skills, enthusiasm, cultural sensitivity, openness to learning, and wonderful sense of humor made him a definite asset to our school. He proved himself to be a caring and empathic individual whose warmth and compassion puts others at ease. This allowed him to function well as an interdisciplinary team member and independently as a trustworthy leader. He was well liked and respected by the entire school community and showed a genuine regard for other people.

The diversity of Mr. Mayer's experiences in a variety of educational settings provided him with the opportunity to effectively lead all facets of curriculum development in implementing the IB Middle Years Program at WIS. He did an outstanding job of helping teachers of various backgrounds and abilities come to terms with the challenges that this endeavor presented and provided the kind of leadership that was both decisive and supportive, emphasizing a team approach. He was able to instill both confidence and a spirit of cooperation into the faculty he led.

Mr. Mayer possesses a perspective that is holistic and sensitive to a multitude of issues that are likely to arise in a school setting. Such a multifaceted perception was of great benefit in allowing him to successfully take over responsibilities for the operation and management of the school during my absences, as well as perform those administrative duties specifically assigned to him. He successfully handled any difficult situations with ease.

In summary, Mr. Mayer is a hard working and intelligent individual whose in-depth knowledge of education, strong management and leadership skills and interpersonal sensitivity will make him an excellent administrator in any school setting. I have no hesitation in giving Mr. Mayer my highest recommendation and am positive that any institution employing him will have gained an outstanding leader.

Sincerely,



John Sauer
Head of School
Wrocław International School