



November 25, 2004

To Whom It May Concern:

Re: Personal Recommendation for Mr. Nathan Schelble

I am pleased to offer this recommendation of Mr. Nathan Schelble, whom I have known for two years. Mr. Schelble has done a fine job as our high school college placement counselor. Canadian Academy, founded in 1913, is an American Curriculum, international school serving almost 750 students in Kobe, Japan. The Western Association of Schools and Colleges and the International Baccalaureate Program accredit the school.

Nathan recognizes that the college admissions process is really a team effort by students, parents and teachers that if not well managed can lead to stress and frustration. Due to his naturally friendly nature, there has been a marked increase in communication between the counselor, students and parents.

In addition to the college placement duties, Nathan understands that a school must run as a team, and that in order to best serve the needs of the students, he has made sure that the administration, teachers, health office and counselors had the same information. He would often head off a potentially volatile situation by applying the personal touch of a face to face conversation or phone call to allow individuals the time to think through a situation as opposed to react.

Nathan could be counted upon to give an accurate, compassionate, yet unemotional appraisal of students and their unique circumstances. More importantly, Nathan was able to gather and share this often-difficult information in a direct yet non-threatening manner in circumstances that were very often highly emotionally charged.

Beyond his counseling duties, Nathan has accepted many additional roles to improve the function of Canadian Academy. He has trained our students in the Peer Counseling Framework, a very integral role in our high school, participated in elementary school activities, assisted our new teachers in transitions to Japan, conducted orientation sessions for parents and wrote our monthly school counseling news in our school publication.

In summary, Mr. Schelble is one of those exceptional counselors who are so valuable to a school. He is dedicated, professional, hard working and is always considering what is best for the students.

Sincerely,

A handwritten signature in blue ink, appearing to read "David A. Ottaviano". The signature is fluid and cursive.

David A. Ottaviano, Ed.D.  
Headmaster  
Canadian Academy