

APPLICANT REFERENCE

Ozark Mountain School District

The individual named below has applied for a position in the Ozark Mountain Public School system and has given your name as one who can give evaluation of the applicant's potential for success in our district. Your candid response will assist in making a sound educational decision regarding employment. Your comments should address matters which, in your opinion, are related to the applicant's qualifications. Your response will be confidential, and the completed form will not be seen by the applicant.

Please return the form directly to:

Superintendent
Ozark Mountain School District
250 South Highway 65
St. Joe, AR 72675

Thank you for your cooperation.

Applicant: _____

In what capacity did you have the opportunity to form a judgement of this applicant's work?

What is/ was the applicant's position/ grade level in your district/ school? _____

Give actual dates of employment (month/ year) _____ to (month/ year) _____

Why did the applicant leave your employment? _____

How were performance evaluations? Exemplary _____ Satisfactory _____ Unsatisfactory _____

Unable to comment _____ N/A _____

If you were in a position to do so, would you hire/ rehire this applicant? Yes _____ No _____

Unable to comment _____

Please circle the appropriate comment in the columns below. Leave blank those items which you have had no opportunity to observe. If you have known the applicant in a capacity where you do not have direct knowledge of teaching skills, please answer only the questions on the end of the form.

| | Highly Recommended | Recommended | Acceptable | Not Acceptable |
|----------------------------------|--|--|---|---|
| Content Knowledge | Extensive, with continuing pursuit of knowledge | Solid; able to connect other disciplines | Basic | Makes content errors |
| Pedagogy | Displays continuing search for best practices | Practices reflect current research on best practices | Basic | Little understanding of pedagogical issues |
| Materials/ Resources | Utilizes a variety which are mentally engaging | Suitable to instructional goals; mentally engaging | Engages students moderately | Unsuitable to instructional goals |
| Oral and Written Language | Correct and expressive; well-chosen vocabulary | Clear and correct; appropriate vocabulary | Audible; legible, but limited effectiveness | Contains grammatical errors |
| Directions/ Procedures | Clear; anticipates possible student misconceptions | Clear; appropriate level of detail | Clarifies after initial student confusion | Directions and procedures are confusing to students |

| | | | | |
|-----------------------------------|--|---|---|--|
| Interactions with Students | Genuine caring and respect | Friendly; general warmth, caring and respect | Generally appropriate; occasional inconsistencies | Negative, demeaning, sarcastic, inappropriate |
| Classroom Management | Students are productively engaged at all times; smooth transitions; seamless routines | Most students engaged at all times; little loss of instructional time | Partially organized; some off-task behavior; some loss of instructional time | Students not productively engaged; much time lost |
| Student Behavior | Effective responses to misbehavior; clear standards of conduct; students monitor themselves effectively | Appropriate responses to misbehaviors; alert to student behaviors at all times | May miss behaviors of some students some of the time; most students understand standards of conduct | No standards of conduct; unaware of what students are doing; does not respond to misbehaviors or is inconsistent |
| Professional Attitude | Supportive and cooperative relationships with colleagues; assumes leadership roles, makes contribution to school events and projects | Participates willingly in school's events and projects but without taking leadership role; Supportive and cooperative with colleagues | Meets requirements for participation or participates when asked | Negative or self-serving; does not participate |
| Potential for Success | Expected to be outstanding | Offers considerable promise | Expected to make average | Success is doubtful |

Applicant's strengths: _____

Areas needing development: _____

Additional Comments: _____

Signature: _____

Print name (legibly): _____

Title/ Position: _____

Company or organization: _____

Address: _____

Phone number: _____

Date: _____ / _____ / _____