

**RICHLAND SCHOOL DISTRICT #400
PROFESSIONAL REFERENCE FORM FOR CERTIFICATED APPLICANTS**

APPLICANT: PRINT YOUR NAME IN THE FIRST BLANK OF EACH REFERENCE FORM.

NOTICE TO APPLICANTS: It is the responsibility of the candidate applying for positions to distribute these forms to the reference of your choice.

PROVIDERS OF REFERENCES: The applicant noted on this form has authorized **Richland School District #400** to inquire with all listed references and keep the results confidential.

_____ has applied for a certificated position with Richland Public School District #400 and we are asking you to evaluate the applicant on the checklist below.

How long have you known the candidate? From _____ to _____ Did candidate work for you? Yes No

In what capacity did candidate work for you? _____

Where? _____ Your title at the time _____

Basis for your evaluation: Served as supervisor/evaluator. How long? _____

Observed applicant as a colleague. How long? _____

Observed applicant in community/activities. How long? _____

Comments: _____

Note: Please rate this applicant in each of the following categories by comparing this individual with others you have observed or for whom you have had evaluative responsibility. Check only one column per line.

Category	Top 10%	Top 25%, but not top 10%	Top 50%, but not top 25%	Below 50%	Not Observed
1. CLASSROOM MANAGEMENT: Provides for large groups, small groups, and individual instruction; develops routines and procedures to increase academic learning time; provides an environment conducive to learning.					
2. DISCIPLINE: Recognizes conditions which may lead to discipline problems; establishes clear parameters for student behavior; develops strategies to prevent discipline problems; responds appropriately when problems occur; assists students toward self-discipline.					
3. CLARITY OF EXPRESSION: Understands, presents, and discusses concepts precisely, answers questions clearly. Writes effectively using appropriate grammar, spelling, and legible penmanship. Uses the voice appropriately by varying the volume and expressions according to the task.					
4. FLEXIBILITY: Learns new concepts or ways of doing things willingly; cooperates with youth and adults; effectively uses various teaching styles; successfully teaches a variety of assignments; responds to constructive comments and supervision; works well with others in a team, faculty, or parent situation.					
5. ENTHUSIASM: Displays overall optimism and zeal. Is willing to be involved. Participates in district, as well as building projects and committee work. Uses facial expressions, body language, and presentation skills that demonstrate a caring and warmth toward students and an enthusiasm for the subject of learning.					
6. INSTRUCTIONAL SKILLS: Plans and implements effective lessons based on knowledge of state standards and current research methodologies; has knowledge of current approaches to teaching; applies new ideas and skills. Uses a variety of styles/methods when presenting lessons that reflect planning and pacing skills appropriate to the student. Provides a learning environment that is relevant to the age and intended learning. Assesses needs of students and provides instruction appropriate to their needs.					
7. MODELING APPROPRIATE BEHAVIOR: Encourages respect and confidence of students, parents and staff. Maintains professional demeanor, behavior, and attire. Models appropriate learning behaviors.					
8. COMMITMENT TO ACCOMPLISHMENT: Exerts effort to attain goals; desires production results. Organizes ideas, time, materials, and space in a way the accomplishment occurs. Demonstrates an attitude toward professional plans/goals; evidences "self-motivation." Is committed to student growth.					
9. RELATION TO STUDENTS: Develops favorable relationships with students; exhibits empathy for students; is interested in their learning and welfare; responds to student needs; relates to students of varying socioeconomic/ethnic backgrounds, different learning styles, and various handicapping conditions.					
10. DEPENDABILITY: Carries through on assignments; meets deadlines; honors commitments; can be counted on to do the best job possible; works well independently.					

Name (Print/Type) _____ Signature _____ Date _____

Address _____ Office Phone _____ Contact Phone _____

**THIS FORM IS CONFIDENTIAL AND SHOULD NOT BE GIVEN TO THE CANDIDATE.
PLEASE RETURN TO: RICHLAND SCHOOL DISTRICT, HUMAN RESOURCE SERVICES
615 SNOW AVENUE, RICHLAND, WA 99352**