

Please return to the:

Personnel Department SCHOOL BOARD OF LEVY COUNTY
480 MARSHBURN DRIVE BRONSON, FLORIDA 32621
352-486-5231/FAX 352-486-5249

ADMINISTRATIVE REFERENCE FORM

Rate the applicant on a scale of 1-5 (low to high) and include comments:

1. Views student learning as a priority _____
2. Ability to align curriculum with state standards, effective instructional practices and students learning needs. _____
3. Ability to recruit, retain and develop an effective and diverse faculty and staff _____
4. Ability to facilitate professional development and monitor implementation _____
5. Ability to provide timely feedback to teachers _____
6. Ability to empower others in the organization to move the vision forward _____
7. Ability to cultivate, support and develop other leaders _____
8. Models trust, competency and integrity _____
9. Effective oral communication _____
10. Effective written communication _____
11. Communicates regularly to all stakeholders _____
12. Recognizes individuals for good work _____
13. Maintains high visibility at school and in the community _____
14. Demonstrates personal and professional ethical behavior _____

On a scale of 1-10 (low to high), how would you compare the applicant to other employees or interns you have supervised or worked with in similar positions? _____

If a position were available, would you recommend for hire/rehire? _____

Do you know of any reason this applicant should not be employed to work with children? If yes, explain. _____

Can you think of anyone else who would be important to contact before making an employment decision regarding this applicant? _____