

**Charlotte County Public Schools, Florida
HUMAN RESOURCES DEPARTMENT
1445 EDUCATION WAY
PORT CHARLOTTE, FL 33948
FAX (941) 255-7569**

INSTRUCTIONAL REFERENCE FORM

SECTION A - To be completed by the applicant

Applicant's Name (Please Print/Type) _____

Applicant's Personal ID # _____

I have applied for an instructional position with Charlotte County Public Schools in the following area(s):

Name and Address of Reference _____

- () Elementary (K-5) _____
- () Middle School (6-8) _____
- () High School (9-12) _____
- () Other (Specify) _____

To assist Charlotte County Public Schools in assessing my qualifications for the position(s) for which I may apply, I hereby authorize Charlotte County Public Schools to seek out/verify information regarding my present/previous employment and educational records. I hereby release Charlotte County Public Schools and any person, company, and/or entity who provides such information from any liability or damage which may result from furnishing the information requested below.

Applicant's Signature _____

Date _____

SECTION B - To be completed by reference

Consider this applicant in relationship to the areas listed below. Please indicate your rating by circling the appropriate number using the following scale. Thank you.

- 5=Extremely competent/professional
- 4=Very competent/professional
- 3=Competent/professional

- 2=Less than competent/professional
- 1=Much less than competent/professional
- 0=No basis for judgment

PLANNING - Refers to teacher performance in daily, weekly, and long range program planning in the proactive phase of teaching.	5	4	3	2	1	0
MANAGEMENT OF STUDENT CONDUCT - Includes teacher activities that minimize the frequency of disruptive student conduct.	5	4	3	2	1	0
INSTRUCTIONAL ORGANIZATION AND DEVELOPMENT - Refers to teacher performance that provides for conservation of class time, organization and delivery of instruction, and teacher/student interaction.	5	4	3	2	1	0
PRESENTATION OF SUBJECT MATTER - Refers to manipulation of the content of instruction to induce learning.	5	4	3	2	1	0
COMMUNICATION: VERBAL AND NONVERBAL - Refers to teacher behavior that evokes or expresses affective personal relationships or communicates cognitive information.	5	4	3	2	1	0
EVALUATION - Refers to the ways the teacher handles such matters as student examinations, tests and written work.	5	4	3	2	1	0
DECISIVENESS/JUDGMENT - Makes decisions, renders judgments, takes action, or makes commitments, develops alternative courses of action for self/students and makes decisions which are based on logical assumptions and which reflect factual information.	5	4	3	2	1	0

Applicant's Name (Please Print/Type)

Applicant's Social Security #

SENSITIVITY - Refers to a teacher who acts in a manner that indicates a consideration for the feelings and needs of students, parents and co-workers. 5 4 3 2 1 0

LEADERSHIP - Utilizes appropriate interpersonal styles and methods in guiding students, parents or peers toward task accomplishment. 5 4 3 2 1 0

INITIATIVE - Actively attempts to influence events to achieve goals, self-starting rather than passive acceptance. Takes action to achieve goals beyond what is necessarily called for a teacher; originates action. 5 4 3 2 1 0

ANALYSIS - Relates and compares data from different sources, identifying issues, securing relevant information and identifying relationships. 5 4 3 2 1 0

TOLERANCE FOR STRESS - Demonstrates stability of performance under pressure and/or opposition to ideas; maintains high level of performance under pressure due to time deadlines, difficult working environment, schedule disruptions, too many responsibilities and problems in coordinating with others. 5 4 3 2 1 0

TECHNICAL/PROFESSIONAL PROFICIENCY - Level of performance in technical/professional teaching area. Writes objectives consistent with scope and sequence, translates complex concepts to appropriate student level, separates content into distinct elements, applies policies to discipline, and maintains appropriate records of students progress and/or behavior. 5 4 3 2 1 0

ADAPTABILITY/COOPERATION - Maintains effectiveness in varying learning or working environments during changes of task, responsibilities, relationships 5 4 3 2 1 0

IMPACT - Creates a good first impression with individuals and groups; projects confidence and security. 5 4 3 2 1 0

- 1. This assessment covers the period between 19/20 ____ to 19/20 ____ . I have known the applicant _____ (months, and/or years) in my position as _____
2. This person was employed as _____
3. This person was teaching within his/her area of certification: Yes _____ No _____

ADDITIONAL COMMENTS, PLEASE _____

Please include a phone number where you can be reached to verify this reference. () _____

Date: _____ Signature: _____

Position: _____ Print Name: _____

No person shall, on the basis of race, color, religion, sex, age, national or ethnic origin, political beliefs, marital status, handicapping condition if otherwise qualified, social and family background, or on the basis of the use of a language other than English by Limited English Proficiency (LEP) students, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity, or in any employment conditions or practices conducted by this school district, except as provided by law. CCSBP 3122.

THIS FORM WILL BE SHOWN TO APPLICANT OR OTHER MEMBER OF THE PUBLIC ONLY ON SPECIAL REQUEST, IN COMPLIANCE WITH FLORIDA STATUTE 119, PUBLIC RECORDS LAW.

In order to quickly and fairly assess this candidate as an applicant for the position he/she applied for, please return this reference form within five days of your receipt to the address on the front. Thank you for your assistance.