

SALEM CITY SCHOOLS PERSONNEL OFFICE

510 South College Avenue

Salem, Virginia 24153

Telephone: (540) 389-0130; Fax: (540) 389-4135

Rev - May 06

REFERENCE FOR INSTRUCTIONAL POSITION

TO: _____
Name of Reference (Please Print)

FROM: _____
Name of Applicant (Please Print)

Position Applied For

I have submitted an application for an instructional position with Salem City Schools and request that you provide a recommendation on my behalf. You have my permission to utilize any relevant information you may have at your disposal. I cannot be considered for employment until my references are on file, so please check the items listed below and mail this form at your earliest convenience to the Salem City School Personnel Office. I release you and Salem City Schools from any liability in connection with the release of this information. With my signature below, I waive my right to inspect this recommendation both for now and in the future.

Applicant's Signature

Date

KEY: EX-Excellent VG-Very Good G-Good F-Fair P-Poor UJ-Unable to Judge

PLEASE CHECK ITEMS BELOW OF WHICH YOU HAVE KNOWLEDGE		EX	VG	G	F	P	UJ
1. KNOWLEDGE OF CONTENT	The applicant demonstrates accurate and comprehensive knowledge of the subject area.						
2. PLANNING SKILLS	The applicant is well organized and thoroughly prepared. He/She has definite long-range plans based on specific objectives.						
3. INSTRUCTIONAL SKILLS	The applicant shows skills in such teaching techniques as demonstrating, organizing, communicating, and evaluating. He/She skillfully modifies the program to meet individual needs.						
4. SKILL IN DISCIPLINE	The applicant establishes and maintains fair rules of classroom behavior.						
5. PROVIDING THE LEARNING ENVIRONMENT	The applicant establishes and maintains a classroom environment conducive to the learning situation.						
6. EVALUATING STUDENT PROGRESS	The applicants uses numerous assignments, papers, tests, and reports to evaluate student progress. He/She keeps thorough and accurate records, confers with students, and makes contact with parents.						
7. ESTABLISHES TEACHER-STUDENT RAPPORT	The applicant communicates with students in a manner that conveys an interest in them. He/She demonstrates sensitivity to needs and feelings of students.						
8. PROFESSIONALISM	The applicants demonstrates a strong sense of responsibility towards the operation of the school as a whole. He/She takes the initiative in conducting school duties and is prompt and regular in attendance.						
9. STAFF RELATIONS	The applicant is consistently positive, agreeable, and cooperative in relations with other staff members.						
10. ENTHUSIASM	The applicant projects interest or excitement to their assignment. He/She works hard and exhibits internal standards of excellence.						

Does the applicant accept extra duties willingly? Yes or No

Would you re-employ the applicant? Yes or No

Signature of person completing form

Date

Title and school district or business

Phone

The respondent is requested to provide on the reverse side or with appropriate attachments any data that will substantiate the above evaluations or add to the information available for making final rating decisions. Narrative statements are encouraged.