

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 REFERENCEFORM

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? \_\_\_\_\_