

LAPEER COMMUNITY SCHOOLS TEACHER PROFESSIONAL REFERENCE FORM

DIRECTIONS FOR APPLICANT

After reading this page and in the spaces provided below, please do the following: sign your name; list your current Michigan teaching certification and endorsement(s), and provide the date that you routed each form. Also, print your name and position applied for in the blank spaces at the top of the reverse side of this page.

Required References (utilize the most recent references possible):

1. If currently or formerly a K-12 or Adult High School teacher, route **two** of these forms as follows:
 - A. Forward this to your immediate supervisor (e.g. principal) for the current or most recently completed school year.
 - B. Forward this to another supervisor (e.g. assistant principal or superintendent) or to the supervisor who preceded the supervisor referenced above in "A."
 - C. If the reference listed above in "A" or "B" is unavailable, forward this to a department head or teacher colleague.
 - D. If the references listed above in "A" and "B" are unavailable, forward this to a department head or teacher colleague and one of the required references in "2." below.
2. If no prior K-12 or Adult High School teaching experience, route **two** of these forms as follows:
 - A. Forward this to the principal of the school in which you completed student teaching.
 - B. Forward this to your college supervisor(s) of student teaching.
 - C. Forward this to your cooperating teacher(s) for student teaching assignment(s).
 - D. Forward this to a principal/supervisor who has observed you in at least one substitute assignment of at least twenty (20) days in the last two years.

CONSENT OF APPLICANT

My signature below represents my understanding of and agreement with the following:

1. Anyone who I provide this form to may release any or all of my employment records to Lapeer Community Schools;
2. Anyone who I provide this form to may provide Lapeer Community Schools with any or all reference information requested by the district;
3. Any and all information that is provided in response to the employment records and information referred to above shall be considered confidential, and I will not have access to it;
4. I release each provider of employment records, each provider of reference information, and each provider's employer from any and all liability associated with anything referred to on this page and anything referred to on page 2 of this form.

Signature of Applicant

Michigan Teaching Certification and Endorsement(s)

Date Routed

NOTICE TO REFERENCE WRITER

The applicant named above has given written consent which allows you to complete the rating process and provide other information found on the reverse side. Such consent releases you and your employer from any and all liability associated with this matter. Please return **both** pages of this form by emailing them to employment@lapeerschools.org or by faxing them to 810-667-6894. **The information on this form is confidential and will not be available to the applicant.** Thank you, in advance, for your valued assistance!

**CONFIDENTIAL
LAPEER COMMUNITY SCHOOLS
TEACHER
PROFESSIONAL REFERENCE FORM**

(Applicant's Name) _____ has applied for a position as _____ with the Lapeer Community School District.

What was your official relationship to the applicant? Check one.

_____ Administrative Supervisor/Evaluator How long? _____ Where? _____
 _____ Cooperating Teacher How long? _____ Where? _____
 _____ University/College Supervisor How long? _____ Where? _____

1. **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	Upper 10%	Upper 25% but not Upper 10%	Upper 50% but not upper 25%	Lower 50% but not lowest 10%	Lowest 10%	No basis for judgment
Professional Knowledge: Extensive depth and breadth of knowledge of management responsibilities, curriculum, and instruction; demonstrates efforts to keep abreast of new developments in the field; continuous learner who uses new learning in the classroom.						
Classroom Management/Student 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.						
Clarity of Expression: Understands, presents and discusses concepts precisely; answers questions clearly; writes effectively using appropriate grammar, spelling and legible penmanship; effectively communicates orally.						
Rapport/Flexibility/Collaboration: Develops favorable relationships with students, staff and parents; exhibits empathy for others; listens for understanding of the concerns, needs and ideas of others; willingly learns new concepts or ways of doing things; responds to constructive comments and supervision; is collaborative.						
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 an enthusiasm for the assignments at hand.						
Instructional Skills/Reflective Practitioner: Recognizes and promotes effective lessons; has knowledge of current approaches to teaching; develops new ideas and skills; promotes use of styles/methods when presenting lessons which reflect planning and pacing skills appropriate to the student; consistently reflects on teaching methods and results.						
Commitment to Accomplishment: Exerts effort to attain goals; desires production and results; organizes ideas, time, materials, and space in a way that supports accomplishment; demonstrates a positive attitude toward professional plans/goals; evidences self-motivation; is committed to student and staff growth.						
Student Learning: Recognizes that student learning is a teacher's main responsibility and believes that all children can learn.						
Leadership: Demonstrates ability to provide leadership so as to constructively impact the educational program and improve student learning.						
Overall Professional Ability						

2. **Was the applicant ever disciplined or discharged for any reason?** [] Yes [] No **If yes, please explain.**
3. **Did applicant miss a total of five (5) or more days of work or school during any year in which you were associated with the applicant?** [] Yes [] No **If yes, please explain any reason(s) other than illness or disability.**
4. **If considering this person for this position, would you**
 [] employ without looking further [] consider strongly but look at other applicants [] not consider for employment

Name _____ Title _____ Employer _____
 Address _____ City, State _____ Phone _____
 Signature _____ Date _____

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