



## ADMINISTRATOR REFERENCE FORM

Applicant's Full Name: \_\_\_\_\_ Applicant's Email: \_\_\_\_\_  
 Applicant's Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Name of Reference: \_\_\_\_\_ Title: \_\_\_\_\_  
 School/Business: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Waiver of Access (To Be Signed by Applicant)

I, the undersigned applicant, waive the right to personal access to this recommendation form.

\_\_\_\_\_

Name (print or type) Signature Date

Applicants should provide references a stamped, addressed envelope for mailing to SCECG at address below.

### TO BE COMPLETED BY THE EVALUATOR

The applicant listed above is seeking an opportunity for employment with Student-Centered Education Consulting Group, LLC, and is required to provide a reference for his/her application. A reference should be familiar with the applicant's ability, potential, and performance. **Your prompt attention in completing and returning this form to SCECG, at the address listed below or using the enclosed addressed and stamped envelope, is greatly appreciated.** Comments can be included on an attachment if you require additional space.

**1 – Excellent    2 – Above Average    3 – Average    4 – Below Average    5 – Unsatisfactory    NK – No Knowledge**

Professional / Personal Characteristics	Rating	Rating
General appearance (appropriate for position)		Dependability / Reliability
Character / Integrity		Effective interpersonal skills (students, parents, peers)
Initiative		Commitment to education and teaching
Judgment / Common sense		Acceptance of responsibility
Responsiveness		Flexibility / Adaptability
Technology skills		Clarity of written/verbal communication
Leadership Characteristics		Rating
Personal ethics (demonstrates fairness, acts with integrity)		
Leadership skills (inspires and motivates others toward a shared purpose)		
Management skills (manages the organization, operations, and resources for a safe, efficient, and effective learning environment)		
Visionary (ability to define a vision and articulate a plan for achieving it)		
Instructional leadership (focused on improving the quality of teaching and learning)		
Community relations (ability to build relationships among educators, community partners, and constituents)		
Problem solver (demonstrates originality and creativity in problem solving)		
Data driven (uses multiple data sources to increase student achievement)		

### PLEASE PROVIDE REQUESTED INFORMATION BELOW

1. I have known the applicant:  As a student     As an employee     Professionally
2. Dates of employment and/or time you have known applicant: \_\_\_\_\_ to \_\_\_\_\_ and/or number of years \_\_\_\_\_
3. What was the applicant's position in your school or business? \_\_\_\_\_
4. Do you know any reason why this person should not work around children?  Yes     No    If yes, please explain in the comments section below.
5. Has there been any disciplinary action or investigation taken against the applicant concerning unprofessional conduct, incompetence, or insubordination?  Yes     No    If yes, please explain in the comments section below.
6. If a vacancy existed in your school or business for which the applicant was qualified, would you consider him/her for employment?  Yes     No
7. **COMMENTS should be written on the back of this form**

\_\_\_\_\_  
Evaluator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email

It is the policy of Student Centered Education Consulting Group to fully comply with applicable federal, state and local laws, rules and regulations in the area of non-discrimination in employment. Discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age, military and veteran status is prohibited