

**CONFIDENTIAL PROFESSIONAL REFERENCE FORM
LAKE WASHINGTON SCHOOL DISTRICT #414**

NAME OF APPLICANT (PLEASE PRINT)

The above named applicant has applied for a certificated teaching position in Lake Washington School District. We request that you carefully evaluate the teacher experience of the applicant on the checklist below.

CATEGORY	Upper 5%	Upper 10% but not Upper 5%	Upper 25% but not Upper 10%	Upper 50% but not Upper 25%	Lowest 50%	No basis for judgment
1. Instructional Skills. Plans and implements effective lessons; has knowledge of current approaches to teaching; applies new ideas and skills. Uses a variety of styles/methods when presenting lessons which reflect planning and pacing skills appropriate to the student. Provides a learning environment that is relevant to the age and intended learning. Able to assess needs of students and prescribe programs appropriate to meet needs.						
2. Relation to Students. Develops favorable relationships with students; exhibits empathy for students; is interested in their learning and welfare; responds to student needs; relates to students of varying socioeconomic, ethnic backgrounds, different learning styles and various handicapping conditions.						
3. Modeling Appropriate Behavior. Encourages respect and confidence of students, parents and staff. Maintains professional demeanor, behavior and attire. Models appropriate learning behaviors.						
4. Enthusiasm. Displays overall optimism and zeal. 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 a caring and warmth toward students and an enthusiasm for the subject of learning.						
5. Classroom Management. Provides for large groups, small groups and individual instruction; develops routines and procedures to increase academic learning time; provides an environment conducive to learning.						
6. 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.						
7. Clarity of Expression. Understands, presents, and discusses concepts precisely, answers questions clearly. Writes effectively using appropriate grammar, spelling and legible penmanship. Uses the voice appropriately by varying the volume and expressions according to the task.						
8. Flexibility. Learns new concepts or ways of doing things willingly; cooperates with youth and adults; effectively uses various teaching styles; successfully teaches a variety of assignments; responds to constructive comments and supervision; works well with others in a team, faculty, or parent situation.						
9. Commitment to Accomplishment. Exerts effort to attain goals; desires production results. Organizes ideas, time, materials and space in a way so that accomplishment occurs. Demonstrates an attitude toward professional plans/goals; evidences "self-motivation." Is committed to student growth.						

Comments _____

Name _____ Signature _____
 Address _____
 Work phone () _____ Home phone () _____

What was your title/role at the time you worked with the applicant? _____

How frequently has this person substituted in your district? _____

Thank you for your assistance.

Please return to: Human Resources
 Lake Washington School District
 P.O. Box 97039
 Redmond WA 98073-9739
 Fax: (425) 702-3326