



Teacher's Reference Request

Dear Colleague,

_____ is being considered for an instructional position at First Academy-Leesburg. Please complete and return this form at your earliest convenience.

Please rate the person listed above based upon the following performance rankings:

1=Inadequate 2=Below Average 3=Average 4=Above Average 5=Superior N/O=Not Observed

Teaching Attributes

| | | | | | | |
|--|---|---|---|---|---|-----|
| Ability to communicate information to children | 1 | 2 | 3 | 4 | 5 | N/O |
| Uses instructional techniques appropriately | 1 | 2 | 3 | 4 | 5 | N/O |
| Supplements textbook with other learning materials | 1 | 2 | 3 | 4 | 5 | N/O |
| Understands conceptual framework of material taught | 1 | 2 | 3 | 4 | 5 | N/O |
| Uses learning techniques appropriate for developmental level of children | 1 | 2 | 3 | 4 | 5 | N/O |
| Uses variety in teaching methods | 1 | 2 | 3 | 4 | 5 | N/O |
| Lessons are purposeful and meaningful | 1 | 2 | 3 | 4 | 5 | N/O |
| Clearly articulates daily plans in a written format | | 1 | 2 | 3 | 4 | 5 |
| N/O | | | | | | |
| Clearly understands the learning objectives of the lessons | 1 | 2 | 3 | 4 | 5 | N/O |
| Has appropriate materials at hand when teaching lesson | 1 | 2 | 3 | 4 | 5 | N/O |
| Individualizes instruction to student learning styles | 1 | 2 | 3 | 4 | 5 | N/O |
| Uses variety in evaluative methods | 1 | 2 | 3 | 4 | 5 | N/O |
| Plans student evaluation at appropriate intervals | 1 | 2 | 3 | 4 | 5 | N/O |
| Evaluates and returns student work promptly | 1 | 2 | 3 | 4 | 5 | N/O |
| Effectively explains results of evaluations of students | 1 | 2 | 3 | 4 | 5 | N/O |

Communication, Discipline, and Management Techniques

| | | | | | | |
|---|---|---|---|---|---|-----|
| Communicates effectively with students | 1 | 2 | 3 | 4 | 5 | N/O |
| Communicates regularly and effectively with parents | 1 | 2 | 3 | 4 | 5 | N/O |
| Has no speech patterns which adversely affect communication or content of lessons | 1 | 2 | 3 | 4 | 5 | N/O |
| Correctly uses written and oral English | 1 | 2 | 3 | 4 | 5 | N/O |
| Fosters an atmosphere conducive to learning | 1 | 2 | 3 | 4 | 5 | N/O |
| Relates to students with warmth and empathy | 1 | 2 | 3 | 4 | 5 | N/O |
| Does not treat student misbehavior as a personal affront | 1 | 2 | 3 | 4 | 5 | N/O |
| Uses an established method of classroom control | 1 | 2 | 3 | 4 | 5 | N/O |
| Is prompt and positive when asserting classroom control | 1 | 2 | 3 | 4 | 5 | N/O |
| Assertive but maintains non-threatening atmosphere | 1 | 2 | 3 | 4 | 5 | N/O |

Professional Ethics and Personal Characteristics

| | | | | | | |
|--|---|---|---|---|---|-----|
| Always displays the highest standards of ethical and professional behavior | 1 | 2 | 3 | 4 | 5 | N/O |
| Maintains student confidentiality | 1 | 2 | 3 | 4 | 5 | N/O |
| Respects students | 1 | 2 | 3 | 4 | 5 | N/O |

| | | | | | | |
|---|---|---|---|---|---|-----|
| Enforces school rules without prompting from Administrators | 1 | 2 | 3 | 4 | 5 | N/O |
| Consults with others when ethics problems arise | 1 | 2 | 3 | 4 | 5 | N/O |
| Assumes responsibility for students at all times | 1 | 2 | 3 | 4 | 5 | N/O |
| Shows respect for fellow teachers | 1 | 2 | 3 | 4 | 5 | N/O |

Professional Ethics and Personal Characteristics, ctd.

| | | | | | | |
|---|---|---|---|---|---|-----|
| Fulfills professional obligations and stated expectations in an enthusiastic manner | 1 | 2 | 3 | 4 | 5 | N/O |
| Completes tasks in a timely manner | 1 | 2 | 3 | 4 | 5 | N/O |
| Is punctual for meetings and appointments | 1 | 2 | 3 | 4 | 5 | N/O |
| Displays a professional appearance | 1 | 2 | 3 | 4 | 5 | N/O |
| Approachable by students, faculty, and parents | 1 | 2 | 3 | 4 | 5 | N/O |
| Positively accepts constructive criticism and evaluations as growth opportunities | 1 | 2 | 3 | 4 | 5 | N/O |
| Is respected by those with whom he/she works | 1 | 2 | 3 | 4 | 5 | N/O |

Multicultural awareness- As an institution, First Academy-Leesburg believes that God’s message of salvation is intended for all people. Correspondingly, all instruction is taught from an evangelical Christian worldview. Our students come from a variety of economic, racial, and social backgrounds. First Academy-Leesburg does not discriminate based on race, color, national or ethnic heritage or gender. Teachers are expected to have similar views.

| | | | | | | |
|---|---|---|---|---|---|-----|
| Has completed course work in multicultural awareness | 1 | 2 | 3 | 4 | 5 | N/O |
| Respects differences in others | 1 | 2 | 3 | 4 | 5 | N/O |
| Displays knowledge and sensitivity to differences in others | 1 | 2 | 3 | 4 | 5 | N/O |
| Is aware of gender bias when selecting students to respond | 1 | 2 | 3 | 4 | 5 | N/O |
| Serves as a good role model of understanding | 1 | 2 | 3 | 4 | 5 | N/O |
| Doesn’t merely tolerate differences but accepts them | 1 | 2 | 3 | 4 | 5 | N/O |

Please attach additional comments supporting this candidate’s qualifications to the back of this page.

Your name: _____

Your title: _____

Supervisory Capacity: _____

Dates: _____

Signature: _____ Date: _____

**Return to:
First Academy-Leesburg
219 N. 13th Street
Leesburg, FL 34748**