

TEACHER PROFESSIONAL REFERENCE FORM

Applicant's Name: _____ Date: _____

Address: _____ Telephone: _____
Street City/State Zip

The person named above has applied for a position as _____ with the Catholic Schools of the Archdiocese of Washington. He/She would appreciate your completing the form below.

Type of Position Held by Applicant: _____

Dates of Service _____

If a former employee, state reason for leaving: _____

PERFORMANCE CRITERIA

Please Indicate: 1 – Highly effective 2 – Effective 3 – Not effective 4 – Do not know

- 1 2 3 4 Appraises student learning levels, interests and needs.
- 1 2 3 4 Establishes learning objectives consistent with appraisal of student needs and knowledge of human growth and development.
- 1 2 3 4 Plans and provides for involvement of students in learning process.
- 1 2 3 4 Plans for and uses instructional methods which motivate and enable student to achieve learning objectives.
- 1 2 3 4 Plans for and utilizes resources which motivate and enable each student to achieve learning objectives.
- 1 2 3 4 Plans for and uses evaluative techniques which motivate and enable each student to achieve learning objectives.
- 1 2 3 4 Establishes and maintains an environment required to motivate and enable each student to achieve learning objectives.
- 1 2 3 4 Appraises effectiveness of his/her teaching practices and instructional program in terms of own instructional objectives and total school's instructional program.
- 1 2 3 4 Participates in school management and shares responsibility for total school program.
- 1 2 3 4 Establishes relationships with colleagues, students, parents and community which reflect recognition of and respect for every individual.
- 1 2 3 4 Identifies areas for professional growth necessary to maintain or improve effectiveness, acquires appropriate training or information and demonstrates successful application.

PERSONAL QUALITIES

Please Indicate: 1 – Excellent 2 – Acceptable 3 – Not Acceptable 4 – Do not know

1 2 3 4 Aided in Christian formation of students by personal witness to Christian values

1 2 3 4 Reflects knowledge and understanding of teachings of Catholic Church

1 2 3 4 Maturity

1 2 3 4 Appearance

1 2 3 4 Health

1 2 3 4 Emotional stability

1 2 3 4 Initiative

1 2 3 4 Professional attitude

1 2 3 4 Ability to communicate

Please write a brief statement about the applicant's classroom organization and management.

To your knowledge, has this person ever been accused of, charged with or convicted of child abuse or sexual misconduct? Yes _____ No _____

If yes, please explain: _____

Comments: _____

Other Comments: _____

Would you employ or re-employ? Yes _____ No _____

If no, please state reason: _____

Signature of Person Completing Form: _____

School District or Business Address: _____

Title: _____ Phone: _____

Please return this form to:
Personnel Director
Catholic Schools Office
P.O. Box 29260
Washington, DC 20017-0260