

*China Spring Independent School District*  
**PROFESSIONAL PERSONNEL REFERENCE**

\_\_\_\_\_ is applying for the position of \_\_\_\_\_

**Applicant Name**

with the China Spring Independent School District, and has named you as a reference. We ask that you give us your assessment of this person's performance in your situation. Please read the direction below carefully before completing this reference form. Please return this form to the Human Resources Department, China Spring Independent School District as soon as possible.

\_\_\_\_\_  
**Name of Reference**

\_\_\_\_\_  
**Company / Institution**

\_\_\_\_\_  
**Street Number / P.O. Box**

\_\_\_\_\_  
**Position**

\_\_\_\_\_  
**City**

\_\_\_\_\_  
**State** **Zip**

**RELEASE:** I authorize the China Spring Independent School District to request information from references concerning my work performance and general character. I further authorize the party receiving this form to give complete information requested by China Spring ISD. I agree not to hold China Spring ISD or the reference liable for the information submitted.

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

<b>DIRECTIONS:</b> The following are skill areas which we believe to be important to professional employees. Based on performance, the reference giver should circle the number which most nearly describes the applicant's effectiveness in each area.	<b>Outstanding</b>	<b>Strong</b>	<b>Good</b>	<b>Minimal</b>	<b>Unacceptable</b>	<b>Not Applicable/ Unknown</b>
<b>INSTRUCTIONAL STRATEGIES:</b>						
A. Provide opportunities for students to participate actively and successfully	5	4	3	2	1	0
B. Evaluates and provides feedback on student progress during instruction	5	4	3	2	1	0
<b>CLASSROOM MANAGEMENT &amp; ORGANIZATION:</b>						
A. Activates and structures learning in the classroom.	5	4	3	2	1	0
B. Maximizes amount of time available for instruction.	5	4	3	2	1	0
C. Manages student behavior.	5	4	3	2	1	0
<b>PRESENTATION OF SUBJECT MATTER:</b>						
A. Teaches for cognitive, affective, and/or psychomotor learning and transfer.	5	4	3	2	1	0
B. Presents information accurately and clearly.	5	4	3	2	1	0
C. Uses acceptable communication skills.	5	4	3	2	1	0
<b>LEARNING ENVIRONMENT:</b>						
A. Uses strategies to motivate student learning.	5	4	3	2	1	0
B. Relates well to students.	5	4	3	2	1	0
C. Maintains supportive environment.	5	4	3	2	1	0
<b>GROWTH AND RESPONSIBILITIES:</b>						
A. Promotes & evaluates student growth.	5	4	3	2	1	0
B. Exhibits strong belief in education.	5	4	3	2	1	0
C. Plans for & engages in professional development.	5	4	3	2	1	0
D. Interacts & communicates effectively with parents.	5	4	3	2	1	0
E. Complies with policies, operating procedures & requirements.	5	4	3	2	1	0

