



## TEACHER RECOMMENDATION FORM

Name of Applicant \_\_\_\_\_ Position Desired \_\_\_\_\_

APPLICANT'S WAIVER OF RIGHT TO ACCESS CONFIDENTIAL STATEMENT: I hereby, freely and voluntarily, waive my right of access to any information contained on this recommendation form and agree that the statement shall remain confidential.

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

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

The person whose name appears above has filed an application for a position with Williamsburg Christian Academy. Please give us your opinion of this applicant's personal and professional qualifications. Federal legislation gives the applicant access to academic records, including recommendations, unless the applicant has signed the waiver printed above. Thank you for your assistance in providing this assessment.

### RECOMMENDATION APPRAISAL OF APPLICANT'S QUALTTIES FOR THE ABOVE POSITION

| Performance Area                    | Outstanding<br>(5 Points) | Strong<br>(4 Points) | Average<br>(3 Points) | Fair<br>(2 Points) | Poor<br>(1 Point) |
|-------------------------------------|---------------------------|----------------------|-----------------------|--------------------|-------------------|
| Communication Skills                |                           |                      |                       |                    |                   |
| Enthusiasm                          |                           |                      |                       |                    |                   |
| Creativity                          |                           |                      |                       |                    |                   |
| Work Ethic                          |                           |                      |                       |                    |                   |
| Self-Confidence                     |                           |                      |                       |                    |                   |
| Organizational Skills               |                           |                      |                       |                    |                   |
| Knowledge of Content                |                           |                      |                       |                    |                   |
| Teaching Practices                  |                           |                      |                       |                    |                   |
| Discipline Strategies               |                           |                      |                       |                    |                   |
| Developmental Knowledge of Students |                           |                      |                       |                    |                   |
| Knowledge of Learning               |                           |                      |                       |                    |                   |
| Special Programs                    |                           |                      |                       |                    |                   |

Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Phone (home) \_\_\_\_\_ (work) \_\_\_\_\_

**Teacher Recommendation Form (continued)**

**Personal Qualities**

- **Communication Skills**—Applicant demonstrates his or her knowledge of correct and appropriate language usage.
- **Enthusiasm**—Applicant possesses the internal desire and energy necessary to initiate a project and carry the project through to completion.
- **Creativity**—Applicant exhibits the ability to develop new, innovative, unique ideas and solutions to enhance the teaching process.
- **Work Ethic**—Applicant demonstrates the ability to formulate his or her personal goals and to apply methods for achieving them through a willingness to make decisions, to assume responsibility, and to commit to the professional field.
- **Self-Confidence**—Applicant possesses an internal faith in his or her skills and abilities and is able to project them to others in a self-assured way.
- **Organizational Skills**—Applicant displays the ability to apply structure to specific problems and to the overall working environment.

**Professional Qualities**

- **Knowledge of Content**—Applicant demonstrates an expertise in the subject content by articulating examples of content application in the classroom.
- **Teaching Practices**—Applicant possesses an understanding of the characteristics of effective teaching practices.
- **Discipline Strategies**—Applicant exhibits a knowledge of classroom management skills that include appropriate consequences for inappropriate behavior that are articulated through a workable set of classroom rules and procedures.
- **Developmental Knowledge of Students**—Applicant clearly defines the differentiated developmental characteristics of the individual child.
- **Knowledge of Learning**—Applicant expresses knowledge of a variety of interaction techniques to promote critical and creative thinking in the classroom.
- **Special Programs**—Applicant possesses an understanding of methods for modifying teaching techniques in order to meet the needs of special students.

**For Office Use Only**

| Performance Area                    | Appraisal One | Appraisal Two | Appraisal Three | Total Points | Divide by # Eval. | Average Score |
|-------------------------------------|---------------|---------------|-----------------|--------------|-------------------|---------------|
| Communication Skills                |               |               |                 |              |                   |               |
| Enthusiasm                          |               |               |                 |              |                   |               |
| Creativity                          |               |               |                 |              |                   |               |
| Work Ethic                          |               |               |                 |              |                   |               |
| Self-Confidence                     |               |               |                 |              |                   |               |
| Organizational Skills               |               |               |                 |              |                   |               |
| Knowledge of Content                |               |               |                 |              |                   |               |
| Teaching Practices                  |               |               |                 |              |                   |               |
| Discipline Strategies               |               |               |                 |              |                   |               |
| Developmental Knowledge of Students |               |               |                 |              |                   |               |
| Knowledge of Learning               |               |               |                 |              |                   |               |
| Special Programs                    |               |               |                 |              |                   |               |