Human Resources
700 N. Catherine
Terrell, TX 75160
Phone: 972-563-7504
Fax: 972-551-5712

Terrell Independent School District

PROFESSIONAL APPLICANT

_____ has applied for a position with our school district. Please complete and return this reference form as soon as possible. This form is confidential and will become the property of the Terrell Independent School District. **Terrell ISD appreciates your time and consideration!**

How long have you known the applicant? _____
The applicant's position in your school system was _____
What was your official relationship with the applicant? _____
Would you employ this person? _____

Applicant's Characteristics	Unknown	Below Average	Average	Above Average	Superior
COMMITMENT – Establishes high expectations for self and others; exerts effort to attain goals. Organizes and monitors time, space, and materials. Is conscientious about attendance.					
DEMEANOR – Appropriate attire. Exhibits energetic, enthusiastic, optimistic attitude. Conveys sense of confidence. Uses facial expressions, gestures, and presentation skills that demonstrate caring and warmth toward students and an enthusiasm for learning.					
COMMUNICATION – Uses oral and written communication skills to effectively communicate thoughts and ideas in a variety of settings.					
CONCEPTUAL SKILLS – Demonstrates the ability and willingness to learn new concepts and skills. Able to evaluate the effectiveness of the instruction, curriculum, and materials of a discipline and inter-relate with other disciplines and with real life experiences. Has current knowledge of concepts, theories, studies, and research about effective teaching practices.					
INSTRUCTIONAL SKILLS – Plans, implements, and evaluates instructional activities. Has knowledge of and applies current approaches and practices in a variety of styles/methods which reflect planning and pacing skills. Motivates students to inquire/discover/question and to be self-directed learners. Monitors results of student engagement and adjusts instruction accordingly. Aligns instruction with TEKS/TAKS. Effectively assesses instruction using a variety of formal and informal instruments.					
BEHAVIOR MANAGEMENT/DISCIPLINE – Effectively manages large and small groups. Creates an atmosphere conducive to learning by establishing routines and procedures to order the classroom environment. Sets clear parameters for student behavior. Develops strategies to prevent discipline problems. Responds appropriately when problems occur. Assists students toward self-discipline.					
INTERPERSONAL SKILLS – Develops positive relationships with students/parents/co-workers. Exhibits empathy and responds to the needs of students. Listens, has patience, and demonstrates judgment, professional ethics, and emotional poise. Is considered approachable.					
DIVERSITY – Exhibits a genuine respect for and acceptance of others. Relates positively to youth and adults of varying socioeconomic, cultural, racial/ethnic and/or religious backgrounds. Adjusts activities and experiences to reflect the diversity of students in terms of learning styles and levels of ability.					
PROFESSIONAL ORIENTATION/COLLABORATION – Possesses an awareness of current educational developments and their applications, including learning theories, child development, and teaching methodologies. Demonstrates a willingness to work collaboratively at the building and district level. Follows district policies and procedures. Responds positively to constructive communication and supervision. Actively involved in professional organizations. Engages in current professional development activities.					
TECHNOLOGY – Demonstrates proficiency in the use of basic technology. Effectively communicates the value of technology to students by providing opportunities to enhance and extend learning through its use in the classroom.					

PLEASE SEE BACK FOR CONTINUATION OF FORM

The applicant's weakest characteristic is _____

_____

The applicant's strongest characteristic is _____

_____

Comments _____

_____

Would a telephone conversation be beneficial? Yes _____ No _____
Telephone Number_____

Please make additional comments (Use below if needed)_____

_____

_____

Signed _____ Position _____

School _____Date_____

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