

# LAKE ARTHUR MUNICIPAL SCHOOLS

P.O. Box 98 701 Broadway

Lake Arthur, New Mexico 88253

Telephone: 505-365-2000

Fax: 505-365-2002



TO: Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**CONFIDENTIAL**

**Please complete & fax to 505-365-2002 as soon as possible.**

RE: \_\_\_\_\_ has applied for a teaching position with our district. Your name has been submitted as a reference as one who has supervised his/her performance or one familiar with his/her work. We would appreciate your appraisal of this applicant. The applicant has waived any right to review your response. Thank you for your cooperation.  
 Sincerely, Michael Grossman, Superintendent

I am rating this applicant in comparison to other \_\_\_\_\_ Beginning Teachers \_\_\_\_\_ Experienced Teachers

	Evident at Exemplary Level	Consistently Evident	Not Consistently Evident	Lacking	No Information
1. PROFESSIONALISM.....					
• Reliability					
• Interpersonal skills (parents, staff)					
• Professional enthusiasm					
2. PERSONAL QUALITIES.....					
• Oral communication skills					
• Written communication skills					
• Commitment to total school programs					
3. FUNDAMENTAL TEACHING SKILLS					
a. USES LEARNING TIME EFFICIENTLY.....					
• Starts class quickly					
• Maximizes student/teacher interaction					
• Assigns purposeful independent work					
• Uses efficient transitions					
• Maintains a brisk pace					
• Keeps students attentive					
• Handles classroom routines efficiently					
b. PROMOTES RESPONSIBLE STUDENT BEHAVIOR.....					
• Establishes a code of conduct					
• Applies consistent firm fair procedures					
• Uses logical consequences of behavior					
• Reinforces responsible behavior					
• Holds students accountable for behavior					
c. DEMONSTRATES RESPECT FOR STUDENTS.....					
• Focuses on student behavior, not personality					
• Models respectful behavior					
d. MAINTAINS A POSITIVE PHYSICAL LEARNING ENVIRONMENT.....					
• Maintains attractive classroom					
• Creates stimulating classroom					
• Arranges room functionally					
• Displays student work purposefully					
• Keeps room safe, orderly					
e. PLANS AND DESIGNS INSTRUCTION SPECIFYING WHAT WILL BE LEARNED AND HOW IT WILL BE TAUGHT.....					
• Maintains long- and short-range plans that specifies skills, concepts, and experiences to be taught					
• Planning demonstrates knowledge and understanding of curriculum expectations					

