

LAKE ARTHUR MUNICIPAL SCHOOLS

P.O. Box 98 700 Broadway

Lake Arthur, New Mexico 88253

Telephone: 575-365-2000

Fax: 575-365-2002



TO: Name: _____
 Address: _____

CONFIDENTIAL

Please complete & fax to 575-365-2002 as soon as possible.

RE: _____ has applied for a classified employment 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 Classified Personnel _____ Experienced Classified Personnel

	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 WORK SKILLS					
a. USES TIME EFFICIENTLY.....					
• Starts work quickly and maintains work schedule					
• Uses appropriate personal organizational skills					
• Seeks out information to perform tasks					
• Implements different strategies to enhance productivity					
• Maintains a brisk pace					
• Has materials ready to complete tasks in a timely fashion					
• Follows safety procedures and regulations					
b. PROMOTES RESPONSIBLE STUDENT BEHAVIOR.....					
• Knows Positive Behavior Support System 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 all facilities with a daily focus on attractive presentation					
• Creates an inviting school campus					
• Assists in developing functionally performing work spaces.					
• Standard of work creates visual display of quality performance.					
• 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 learned					
• Planning demonstrates knowledge and understanding of performance expectations					

f. USES BASIC PRINCIPLES OF TASK COMPLETION.....

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- Setting high expectations for completing task
- Knows components of task before beginning
- Knows correct equipment and tools for task
- Able to set and change schedules based on need
- Able to work independently
- Works while receiving minimal direct supervision
- Demonstrates willingness to acquire skills and keep them upgraded
- Monitors and communicates task progress

g. DELIVERS A DAILY WORK ASSIGNMENT OF QUALITY.....

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h. ASSESSES EFFECTIVENESS OF PERFORMANCE.....

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Using, for example:

- Performance Standards of Task
- Written record of observations/anecdotal
- Conducts performance assessments before leaving task
- Uses performance reviews to upgrade task performance
- Conducts continual self-assessment

i. ADJUSTS WORK PERFORMANCE BASED ON ASSESSMENT...

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j. USES JOB APPROPRIATE RESOURCES AND ACTIVITIES.....

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THAT MATCH THE TASK OR PERFORMANCE OBJECTIVE.....

k. USES TEAM APPROACH TO FACILITATE.....

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TASK COMPLETION

Using, for example:

- Single person task completion
- Work pairs
- Specific task analysis to determine time and need for assistance
- Work teams

l. KEEPS A SYSTEMATIC RECORD OF TASK PERFORMANCE.....

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m. ACCEPTS RESPONSIBILITY FOR PERSONAL LEARNING.....

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n. PARTICIPATES IN SCHOOL FUNCTIONS.....

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o. ACCEPTS CULTURAL AND ETHNIC DIFFERENCES.....

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p. DEMONSTRATES CARE AND RESPECT FOR OTHERS.....

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- Treats children and staff with dignity
- Demonstrates tact in staff-parent-community member communication
- Works cooperatively with other staff members
- Defuses confrontation

Applicant Strengths: _____

Characteristics of applicant that weaken: _____

Verify full-time contracted personnel employment dates of applicant: _____
Month/Year to Month/Year

Position(s) applicant held in your district: _____

Why did this applicant leave your employment: _____

Another administrator who can attest to the applicant's performance is: Name _____

Address: _____

Would you recommend that this person be hired? _____ Yes _____ No If "no", please comment on an attached paper.

Signature _____ Daytime Phone _____ Position _____ Date _____

You are invited to list comments on an attached paper. All comments must relate solely to the applicant's ability to perform the job-related duties of the position for which he/she has applied.