

**BELLEVUE SCHOOL DISTRICT
CONFIDENTIAL PROFESSIONAL REFERENCE FORM
PRINCIPAL/ADMINISTRATIVE POSITION**

_____ has applied for a principalship or other administrative position in the Bellevue School District. Please carefully evaluate the candidate's experience based on your professional contact with the candidate.

Category	Outstanding-----Unacceptable					No basis for judgment
	5	4	3	2	1	
Instructional Leadership. The administrator has consistent and on-going experience in observing instruction and giving high-quality feedback that leads to improvements in teaching. He/she is able to focus on the amount and quality of student learning taking place.	5	4	3	2	1	0
Knowledge of Curriculum. The administrator consistently assesses whether the district curriculum is being taught and give appropriate feedback to teachers related to their understanding and presentation of the curriculum.	5	4	3	2	1	0
Performance Evaluation of Personnel. The administrator demonstrates understanding and effective implementation of the District's evaluation processes for classified and certificated personnel. Feedback is unambiguous and focuses on acknowledging instructional strengths and/or areas for improvement.	5	4	3	2	1	0
Leadership. The administrator demonstrates the ability to communicate an instructional vision and inspire others to work toward that vision. The administrator demonstrates initiative and an ability to make decisions. The administrator demonstrates effective staff development that leads to substantive transformation.	5	4	3	2	1	0
School Administration and Management. The administrator exhibits evidence of knowledge and skill in the following: <ul style="list-style-type: none"> • establishing and maintaining appropriate behavioral standards; • running an efficient and highly organized operation; • communicating, clearly, effectively, frequently and comprehensively with all constituencies, orally and in writing; • securing supplementary resources and using all resources appropriately. 	5	4	3	2	1	0
Interpersonal Relations. The administrator demonstrates the following: <ul style="list-style-type: none"> • awareness of and sensitivity to individuals with disabilities as well as cultural, ethnic, socioeconomic and gender differences; • ability to listen to different points of view and manage conflict; • understanding of group processes and ability to bring members of a group to consensus on key program issues; • ability to accept feedback and participate actively in continued professional growth. 	5	4	3	2	1	0

Have you directly supervised this candidate? Yes No

Would you hire or rehire this candidate for administrative leadership in your district? Yes No

Comments: _____

Name: _____ Signature: _____

Title/Role When You Worked With This Candidate: _____ Location: _____

Office Phone: _____ Home Phone: _____ Date: _____

**IMPORTANT: This form is CONFIDENTIAL. Please return completed form directly to: Bellevue School District
Human Resources Office
P. O. Box 90010
Bellevue, WA 98009-9010**

I understand that this is a confidential recommendation report. I hereby waive my right to see this recommendation.

Candidate Signature: _____ Date: _____