



## Confidential Employee Reference Form

### Certificated Administrator

#### Stanwood-Camano School District No. 401

26920 Pioneer Highway, Stanwood, WA 98292  
(360) 629-1200 FAX: (360) 629-1484

**Applicant Directions:** Complete the release information below and forward this form to your most recent supervisor(s).

I am an applicant for an administrative position with the Stanwood-Camano School District. Please state your opinion of my abilities on this form. I hereby release and discharge the school district or company referenced herein, the Stanwood-Camano School District, and all of those who provide information about me from any liability as a result of furnishing and receiving this information.

\_\_\_\_\_  
Print Full Legal Name

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Reference Directions:** This reference is confidential and will not be shared with the applicant. Circle the appropriate response and complete the information. **A rating of “9” on a 1-10 scale indicates that the candidate is at the 90<sup>th</sup> percentile (upper 10%); a rating of “5” places the candidate at the 50<sup>th</sup> percentile (about middle); and a rating of “1” places the candidate at the 10<sup>th</sup> percentile (lower 10%) as compared to other professionals with whom the evaluator has worked.** Any specific comments that support your rating would be appreciated. Thank you for your time.

#### Personal

1	Adapts to new situations readily	1	2	3	4	5	6	7	8	9	10	N/A
2	Projects a relaxed and confident manner when leading or working in front of a group of adults	1	2	3	4	5	6	7	8	9	10	N/A
3	Displays a high degree of professional ethics and moral character	1	2	3	4	5	6	7	8	9	10	N/A
4	Constantly seeks ways to improve professional skills	1	2	3	4	5	6	7	8	9	10	N/A
5	Assumes responsibility and carries out tasks efficiently	1	2	3	4	5	6	7	8	9	10	N/A
6	Competent in organizational skills (i.e. planning, scheduling, and managing details)	1	2	3	4	5	6	7	8	9	10	N/A

#### Leadership

7	Persistent in working toward clear goals	1	2	3	4	5	6	7	8	9	10	N/A
8	Participates freely in group discussions	1	2	3	4	5	6	7	8	9	10	N/A
9	Ability to make and be responsible for decisions	1	2	3	4	5	6	7	8	9	10	N/A
10	Ability to diagnose problems and gather the support of others in problem-solving	1	2	3	4	5	6	7	8	9	10	N/A
11	Flexibility in using a variety of leadership styles in appropriate situations	1	2	3	4	5	6	7	8	9	10	N/A

#### Curriculum and Instruction

12	Participates in curriculum improvement projects	1	2	3	4	5	6	7	8	9	10	N/A
13	Sets high expectations for student performance	1	2	3	4	5	6	7	8	9	10	N/A
14	Ability to plan, implement, and evaluate effective educational programs	1	2	3	4	5	6	7	8	9	10	N/A
15	Awareness of the need for instructional improvement	1	2	3	4	5	6	7	8	9	10	N/A
16	Possesses the understanding and commitment to provide alternative programs and options appropriate to students with special needs	1	2	3	4	5	6	7	8	9	10	N/A

(Continued)

Communication												
17	Communicates using clear verbal instructions and explanations	1	2	3	4	5	6	7	8	9	10	N/A
18	Transmits written ideas clearly and effectively	1	2	3	4	5	6	7	8	9	10	N/A
19	Facilitates open communication and understanding between parents, students, staff, and supervisor	1	2	3	4	5	6	7	8	9	10	N/A

Human Relations												
20	Builds student self-esteem and is respectful when working with children	1	2	3	4	5	6	7	8	9	10	N/A
21	Displays loyalty in the best interest of the profession, school, and district	1	2	3	4	5	6	7	8	9	10	N/A
22	Is skilled in interpersonal relation techniques	1	2	3	4	5	6	7	8	9	10	N/A
23	Manages conflict productively and resolves problems in a timely and professional manner	1	2	3	4	5	6	7	8	9	10	N/A

Student Discipline												
24	Uses effective strategies in changing student behavior	1	2	3	4	5	6	7	8	9	10	N/A
25	Ability to interact effectively with students of various ethnic and racial backgrounds and students with special needs	1	2	3	4	5	6	7	8	9	10	N/A

Overall Impression												
26	Overall impression of this person's qualifications as a potential candidate for this position	1	2	3	4	5	6	7	8	9	10	N/A

How long have you known this candidate and in what capacity? \_\_\_\_\_

In your opinion, what are the individual's greatest strengths? \_\_\_\_\_  
 \_\_\_\_\_

In your opinion, what area(s) does this individual most need to improve or to grow professionally? \_\_\_\_\_  
 \_\_\_\_\_

Has this person ever been on a Plan of Improvement, disciplined, or dismissed? \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Reference Information (To be completed/signed by person providing reference):			
Printed Name of Individual Completing Form	Title	( )	Telephone Number
School District/Company Name			
Address	City	State	Zip Code
Signature		Date	