

**HARLAN INDEPENDENT SCHOOL DISTRICT**  
 420 EAST CENTRAL STREET — HARLAN, KENTUCKY 40831-2312  
 TELEPHONE (606) 573-8700

*An Equal Educational and Employment Opportunities Institution*

## RECOMMENDATION FOR CERTIFICATED POSITION

\_\_\_\_\_ has given your name as a reference in support of his/her application for the position of \_\_\_\_\_ Grades \_\_\_\_\_. Please complete this form and return it by \_\_\_\_\_ to the Teacher Search Committee at the address given above.

### CANDIDATE APPRAISAL CHECKLIST

OUTSTANDING	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE	POOR	<i>Please rate the candidate on each item below by placing an X in the appropriate box. If you do not have a basis for evaluating a particular statement, draw a line across the boxes. If you would like to comment on a particular rating, please use the space on the back under No. 4 or attach a separate sheet.</i>
					1. Communicates effectively in speaking and writing.
					2. Works effectively with other people.
					3. Is dependable.
					4. Accepts responsibility for his/her actions.
					5. Shows initiative and leadership in carrying out his/her duties.
					6. Exhibits understanding of and empathy for students.
					7. Is knowledgeable in his/her content area(s). **
					8. Uses methods which reflect knowledge of current educational research.
					9. Demonstrates ability to plan effectively for instruction.
					10. Carries out instruction effectively.
					11. Uses a multisensory approach to teaching, including hands-on activities where appropriate.
					12. Manages classroom time effectively to achieve a high level of time on task for instruction.
					13. Demonstrates ability to control student behavior and to employ effectively positive methods of discipline.
					14. Handles required paperwork in an efficient and timely manner.
					15. Demonstrates a sense of professional ethics and personal integrity.
					16. Demonstrates a willingness to go beyond the call of duty.
					17. Demonstrates an understanding of and a commitment to the teaching profession.

\*\* Comment on No. 7 (Elementary candidates only): Are there any content areas in which the candidate is exceptionally well-prepared? Noticeably weak? Please explain.

1. How long have you known the candidate and in what position?

2. What do you consider this person's strengths as a teacher?

3. Do you have any reservations about this person's ability or fitness for this job? If so, please explain.

4. Additional comments about this person's fitness for the position.

Signature \_\_\_\_\_ Title \_\_\_\_\_

Date \_\_\_\_\_ Telephone (       ) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_