



Teacher's Reference Request

Dear Colleague,

_____ is being considered for an instructional position for _____ at First Academy-Leesburg. Please complete and return this form at your earliest convenience.

Please rate the person listed above based upon the following performance rankings:

1=Inadequate 2=Below Average 3=Average 4=Above Average 5=Superior N/O=Not Observed

Teaching Attributes

Ability to communicate information to children	1	2	3	4	5	N/O
Uses instructional techniques appropriately	1	2	3	4	5	N/O
Supplements textbook with other learning materials	1	2	3	4	5	N/O
Understands conceptual framework of material taught	1	2	3	4	5	N/O
Uses learning techniques appropriate for developmental level of children	1	2	3	4	5	N/O
Uses variety in teaching methods	1	2	3	4	5	N/O
Lessons are purposeful and meaningful	1	2	3	4	5	N/O
Clearly articulates daily plans in a written format	1	2	3	4	5	N/O
Clearly understands the learning objectives of the lessons	1	2	3	4	5	N/O
Has appropriate materials at hand when teaching lesson	1	2	3	4	5	N/O
Individualizes instruction to student learning styles	1	2	3	4	5	N/O
Uses variety in evaluative methods	1	2	3	4	5	N/O
Plans student evaluation at appropriate intervals	1	2	3	4	5	N/O
Evaluates and returns student work promptly	1	2	3	4	5	N/O
Effectively explains results of evaluations of students	1	2	3	4	5	N/O

Communication, Discipline, and Management Techniques

Communicates effectively with students	1	2	3	4	5	N/O
Communicates regularly and effectively with parents	1	2	3	4	5	N/O
Has no speech patterns which adversely affect communication or content of lessons	1	2	3	4	5	N/O
Correctly uses written and oral English	1	2	3	4	5	N/O
Fosters an atmosphere conducive to learning	1	2	3	4	5	N/O
Relates to students with warmth and empathy	1	2	3	4	5	N/O
Does not treat student misbehavior as a personal affront	1	2	3	4	5	N/O
Uses an established method of classroom control	1	2	3	4	5	N/O
Is prompt and positive when asserting classroom control	1	2	3	4	5	N/O
Assertive but maintains non-threatening atmosphere	1	2	3	4	5	N/O

Professional Ethics and Personal Characteristics

Always displays the highest standards of ethical and professional behavior	1	2	3	4	5	N/O
Maintains student confidentiality	1	2	3	4	5	N/O
Respects students	1	2	3	4	5	N/O
Enforces school rules without prompting from Administrators	1	2	3	4	5	N/O

Consults with others when ethics problems arise	1	2	3	4	5	N/O
Assumes responsibility for students at all times	1	2	3	4	5	N/O
Shows respect for fellow teachers	1	2	3	4	5	N/O

Professional Ethics and Personal Characteristics, etc.

Fulfills professional obligations and stated expectations in an enthusiastic manner	1	2	3	4	5	N/O
Completes tasks in a timely manner	1	2	3	4	5	N/O
Is punctual for meetings and appointments	1	2	3	4	5	N/O
Displays a professional appearance	1	2	3	4	5	N/O
Approachable by students, faculty, and parents	1	2	3	4	5	N/O
Positively accepts constructive criticism and evaluations as growth opportunities	1	2	3	4	5	N/O
Is respected by those with whom he/she works	1	2	3	4	5	N/O

Multicultural awareness- As an institution, First Academy-Leesburg believes that God’s message of salvation is intended for all people. Correspondingly, all instruction is taught from an evangelical Christian worldview. Our students come from a variety of economic, racial, and social backgrounds. First Academy-Leesburg does not discriminate based on race, color, national or ethnic heritage or gender. Teachers are expected to have similar views.

Has completed course work in multicultural awareness	1	2	3	4	5	N/O
Respects differences in others	1	2	3	4	5	N/O
Displays knowledge and sensitivity to differences in others	1	2	3	4	5	N/O
Is aware of gender bias when selecting students to respond	1	2	3	4	5	N/O
Serves as a good role model of understanding	1	2	3	4	5	N/O
Doesn’t merely tolerate differences but accepts them	1	2	3	4	5	N/O

Please attach additional comments supporting this candidate’s qualifications to the back of this page.

Your name: _____

Your title: _____

Supervisory Capacity: _____

Dates: _____

Signature: _____ Date: _____

**Return to:
First Academy-Leesburg
219 N. 13th Street
Leesburg, FL 34748**