

Greenville County Schools Administrative Pool Recommendation Form

Applicant -- Complete the top of this form and provide to your principal to be completed.

Name	
Employer	
Job Title	
Dates of Employment (e.g. Jan 2012 – present)	
Number of years worked under this principal's supervision	
By my signature, I waive the right to review this recommendation.	
	Signed:

Instructions for recommender: In order for applications for the Administrative Assistant/Assistant Principal (AA/AP) Pool to be considered, applicants must have a recommendation from their current principal. If you agree to provide a recommendation, please complete the form below and email it to adminpool@greenville.k12.sc.us by January 19, 2018. This is a confidential recommendation. If you have any questions call (864)355-3894. Thank you for helping us select our future school leaders. **Please fill out all fields highlighted in yellow.**

Recommender

Name	
Job Title	
Phone Number	
Email Address	

Recommendation	Highly Recommend	Recommend	Do Not Recommend	XXXXXXXXXX
I recommend this individual for the AA/AP Pool.				XXXXXXXXXX

Rating and Supporting Evidence	Select the rating that best describes the applicant's performance under your supervision and provide evidence that supports the rating.			
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High Expectations and Commitment to Children	Role Model (Top 5%)	Exceeds Expectations	Meets Expectations	Not Meeting Expectations
Believes all children can and will achieve. Sets ambitious goals and continually monitors progress towards goals. Effectively addresses individual learning differences and urgently works to close equity gaps. Provides a safe, student-centered environment that is academically challenging and respectful.				

Supporting Evidence/Comments:

Building Relationships and Influencing Others	Role Model (Top 5%)	Exceeds Expectations	Meets Expectations	Not Meeting Expectations
Positions oneself as a leader among various stakeholder groups. Influences and motivates others to get results. Actively listens to others and creates a team-oriented, cooperative, and engaged culture. Effectively manages conflict. Communicates effectively with students, school personnel, families, and the community.				

Supporting Evidence/Comments:

Instructional Leadership	Role Model (Top 5%)	Exceeds Expectations	Meets Expectations	Not Meeting Expectations
Understands research-based instructional practices and focuses attention on teaching and learning. Gathers, analyzes, and uses data to measure student progress, guide instruction, and provide timely feedback. Actively leads or participates in professional learning communities (PLCs) to promote increased achievement. Effectively generates and utilizes resources needed to meet goals.				

Supporting Evidence/Comments:

Integrity and Professionalism	Role Model (Top 5%)	Exceeds Expectations	Meets Expectations	Not Meeting Expectations

Aligns actions with beliefs. Promotes, models and exhibits high standards in the areas of honesty, integrity, fairness, stewardship, trust, respect and confidentiality. Exhibits ethical and moral behavior in everyday conduct. Makes sound and timely decisions. Is self-reflective and uses feedback to improve performance. Seeks opportunities for professional growth and contributes to the profession.

Supporting Evidence/Comments:

Stamina, Initiative, Persistence

Persists to overcome challenges. Goes above and beyond what is expected to achieve desired result. Responds calmly and rationally in high stress situations.

Role Model (Top 5%)

Exceeds Expectations

Meets Expectations

Not Meeting Expectations

Supporting Evidence/Comments:

Is this a person you would like to have serve as an administrator in your school? Yes _____ No _____

Principal's Signature

Date