



PROFESSIONAL REFERENCE FORM – TEACHER ON CALL

Thank you for providing a professional reference for _____
Applicant name

To ensure confidentiality, this form is to be forwarded **directly by the referee** to Pacific Rim School District Human Resources Department. Forms can be returned via fax (marked confidential) to 250.723.0318 or by mail to the address noted above or emailed to hletcher@sd70.bc.ca

Please note that this information is collected under Section 15 (1) of the School Act and will be used solely for the purpose of recruitment and selection of Teachers on Call and will be protected under the Freedom of Information and Protection of Privacy Act. If you have any questions about this form or the use of the information, please contact the Assistant Superintendent – Human Resources, School District 70 Pacific Rim at 250.720.2765.

Name of Referee: _____

Position/Title: _____ Telephone: _____

Capacity in which you have known the applicant: _____

Length of time you have known applicant: _____

Do you have any evidence to suggest that the applicant would not be suitable to work with children?

YES NO If yes, please explain. _____

Have you observed the applicant teach? YES NO How often? _____

If you were in a position to do so, would you hire this individual as a teacher? YES NO

Would it be advisable to talk to you by telephone? YES NO

Additional comments can be included in the space below.

Please complete the Professional Competencies checklist on page two of this form

PROFESSIONAL COMPETENCIES

PROFESSIONAL REFERENCE FORM – Teacher on Call (page 2)

APPLICANT: _____ **REFEREE:** _____

<i>Please rate the applicant's strengths and areas of concern. If you are unable to rate the applicant's performance in one or more of the following competencies please leave it blank.</i>	Exceptional	Strong	Satisfactory	Area for concern	Unsatisfactory
I. Curriculum Knowledge	The candidate...				
a) Demonstrates an understanding of the planning process					
b) Effectively uses the curriculum and/or out of province curriculum guides and resources in the planning process					
II. Instructional Skills	The candidate...				
a) Demonstrates a knowledge of a variety of instructional strategies					
b) Successfully adapts instructional strategies in order to ensure that all students' needs are being met					
III. Assessment and Evaluation Skills					
a) Demonstrates knowledge of a variety of assessment and evaluation tools					
b) Uses student assessment data to guide instruction					
IV. Student/Classroom Management	The candidate...				
a) Effectively establishes and maintains order within a framework of mutual respect					
b) Demonstrates a knowledge and practice of positive and productive classroom management techniques.					
V. Communication Skills	The candidate...				
a) Involves parents appropriately in classroom life, ensuring that effective communication with parents exists					
b) Exhibits listening, patience, caring and liking for students, communicating to them in a clear, respectful manner					
VI. Collaboration / Professionalism	The candidate...				
a) Demonstrates a desire and ability to work collaboratively with others.					
b) Demonstrates a willingness to learn new concepts or ways of doing things					
VII. Overall Skill as a Teacher					

Thank you for assisting us in verifying the professional attributes of this applicant.

In accordance with Section 22(2)(f) of the Privacy Act I am submitting this information in confidence.
YES NO

 Signature of Referee

 Date