
POLK SCHOOL DISTRICT

Aspiring Leaders Program

Recommendation Form

The individual listed below has submitted an application for the Polk School District **Aspiring Leaders Program**. The Professional Learning Department is seeking input into characteristics that would have a bearing on his/her successful performance as a PSD representative in the program. **Your response will be confidential and not made available to the applicant.** This recommendation will become part of each individual's application file to be read and evaluated by the Aspiring Leaders Program selection committee. For additional information, please contact Mrs. Laurie Atkins, Executive Director for Professional Learning at latkins@polk.k12.ga.us

Applicant's Name: _____

Applicant's Present School or Location: _____

Recommendation

Name of Administrator Completing this Form: _____

Principal or Supervisor of Building (if not completing this form): _____

I. Individual Skills and Qualities

Characteristics	Not Observed	Poor	Fair	Average	Good	Superior
Respect for Others						
Courteous Behavior						
Interpersonal Skills with Staff						
Interpersonal Skills with Parents						
Ability to Establish Rapport with Different Groups of Staff and Students						
Writing Skills						
Ability to Express Self Clearly and Concisely in Committees and Other Group Meetings						
Ability to Motivate by Being a Positive Force in School						
Dependability						
Professional Credibility						
Willingness to Assume Additional Responsibilities						
Ability to Resolve Conflict						

POLK SCHOOL DISTRICT

Ability to Be a Team Member						
Attendance						
Punctuality						
Ability to be Discreet in Handling Confidential Information						
Ability to Make Fair and Impartial Decisions						
Ability to Make Sound Decisions Under Pressure						

II. Leadership Skills and Qualities

Scoring Scale:

5 - Absolutely Superior

4 - Strong

3 - Good

2 - Average

1 - Below Average

Circle the appropriate rating for each quality.

A. Communication Skills					
a. Listening	5	4	3	2	1
b. Speaking	5	4	3	2	1
c. Writing	5	4	3	2	1
B. Team Building and Teamwork	5	4	3	2	1
C. Setting Instructional Direction	5	4	3	2	1
D. Development of Self and Others	5	4	3	2	1
E. Judgment	5	4	3	2	1
F. Sensitivity	5	4	3	2	1
G. Results Oriented	5	4	3	2	1

III. Recommendation

- Yes, I recommend this applicant for consideration in the Polk School District Aspiring Leaders Program.
- No, I recommend this applicant for consideration in the Polk School District Aspiring Leaders Program.

Principal or Educator Signature: _____ Date: _____

Office Use Only

___ Applicant Selected for the Aspiring Leaders Program ___ Applicant is Not Selected for Aspiring Leaders Program

Ex. Director for Professional Learning Signature: _____ Date: _____