

# Reference for Entry-Level Assistant Principal Pool

## CONFIDENTIAL



Office of Human Resources and Development  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland 20850

**MCPS Form 445-25**  
**December 2018**  
**Page 1 of 2**

**MEMORANDUM**

Subject: Reference for Entry-level Assistant Principal Pool

*Two professional references from supervisors are required, one must be from the current principal/supervisor. If you have known your current supervisor for fewer than 6 months, you may use previous supervisors for your references. Please note this below.*

Have you known your current supervisor for fewer than 6 months?  Yes  No

(Candidate's Name) \_\_\_\_\_ is being considered for the Entry-level Assistant Principal Pool. The associate superintendent for the Office of Human Resources and Development requests your recommendation of this person. The information submitted will be **confidential**. We value your feedback and reserve the right to follow up with further questions if necessary.

**INFORMATION ABOUT PERSON COMPLETING REFERENCE**

I am the individual's current principal/supervisor.  Yes  No

Name \_\_\_\_\_

Current Position and Location \_\_\_\_\_

The completed reference form must be submitted by the individual completing the reference to [adminstaffing@mcpsmd.org](mailto:adminstaffing@mcpsmd.org).

**I. Based on your professional knowledge, respond to the following questions in no more than 3 sentences. Include targeted, specific, and verifiable evidence to support your statements. If you do not know the individual's experience in a particular area, check "Do Not Know." References that have three or more ratings of "Do Not Know" will not be considered.**

QUESTION	RESPONSE <i>(No More than 3 Sentences)</i>	<b>DO NOT KNOW</b> <i>(Check if you have no knowledge of the individual's experience in this area)</i>
Share evidence of how the candidate's values, beliefs, and attitudes promote equitable opportunities and a culturally proficient learning and work environment.		<input type="checkbox"/>
Share an example of a positive impact the individual has had on a school or the system related to an increase in student learning and achievement.		<input type="checkbox"/>
Share an example of how the individual has used the input of key stakeholders (students, staff, families, community members) to positively impact a school or community.		<input type="checkbox"/>
With regards to the individual's leadership qualities, what is an opportunity for continuous improvement and why?		<input type="checkbox"/>
Would you hire this individual to serve as a first year assistant principal in your building right now? Why or why not?		<input type="checkbox"/>

**II. Based on your professional knowledge, use the following rubric to indicate the candidate's abilities in relation to the position for which the candidate is applying. References that have three or more ratings of "Do Not Know" will not be considered.**

Experienced:	Demonstrates competency in this area at a level you would expect from a novice assistant principal.
Beginning:	Demonstrates competency at a level you would expect from a strong teacher/leader with some competency in this area.
Basic:	Demonstrates competency at a level you would expect from an average teacher/leader with little competence in this area.
Unsatisfactory:	Demonstrates competency at a level you would expect from a below average teacher/leader with no competence in this area.
Do Not Know:	Very limited or no knowledge of candidate's competency in this area.

	Experienced	Beginning	Basic	Unsatisfactory	Do Not Know
Uses data to inform decision making					
Exhibits a high degree of professional judgment and effective decision-making					
Seeks and uses feedback and reflects on personal leadership					
Demonstrates values, beliefs, and attitudes that inspire others					
Promotes the involvement of key stakeholder groups for school or system improvement processes					
Recognizes individual and group differences and treats all stakeholders with respect					

**III. Based upon the evidence included in your responses to the reference form questions above, what is your overall recommendation for the individual interested in serving as an assistant principal:**

(3) Highly Recommend    (2) Recommend    (1) Do Not Recommend

**IV. Additional Comments (Use the bottom of this form for comments.)**

Print Name \_\_\_\_\_ Position/Title \_\_\_\_\_

School/Office \_\_\_\_\_

I understand that my electronic submission of this form and my electronic signature are intended to be, constitute, and are equivalent to my personal signature.

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Additional Comments