

AUSTIN INDEPENDENT SCHOOL DISTRICT

PID # _____

Date: _____

ASSESSMENT FORM

To: _____

_____ has applied for the position of _____ in the Austin Independent School District. We are asking you to give us your assessment of this person's performance in your situation. Please return this form to the Director of Recruiting, Staffing, Hiring, via mail to Austin Independent School District, 1111 West 6th Street, Austin, Texas 78703, or via fax to (512) 499-0270.

Sincerely yours,
Meria Joel Carstarphen, Ed.D.
Superintendent of Schools

"I have applied for employment with the Austin Independent School District. I hereby give the District permission to make inquiries concerning my performance in the past and general character. I agree that the information requested will not become a part of my personnel file if I am employed by the District. I further agree that the information will not be disclosed to me, but it will be treated as confidential by the District. I waive any right to see this information."

Applicant's Signature

Directions: The following criteria describe professionals who achieve success. Based on performance information, the reference giver should circle the number which most nearly describes the applicant's effectiveness in meeting each of the criteria. In rating, it should be assumed that only about 10% of the professionals on a staff ever reach the "outstanding" level. Percentages are also suggested for the other levels on the scale. (For inexperienced professionals, the assessment should be made in terms of the normal competency levels of those entering the education profession.)

COMPETENCIES	10%	20%	40%	20%	10%	Not Applicable
	Outstanding	Strong	Good/Expected	Minimally Acceptable	Unacceptable	
I. INSTRUCTIONAL STRATEGIES						
A. Provides opportunities for students to participate actively and successfully.	5	4	3	2	1	0
B. Evaluates and provides feedback on student progress during instruction.	5	4	3	2	1	0
II. CLASSROOM MANAGEMENT AND ORGANIZATION						
A. Organizes materials and students.	5	4	3	2	1	0
B. Maximizes amount of time available for instruction.	5	4	3	2	1	0
C. Manages student behavior.	5	4	3	2	1	0
III. PRESENTATION OF SUBJECT MATTER						
A. Teaches for cognitive, affective, and/or psychomotor learning and transfer.	5	4	3	2	1	0
B. Presents information accurately and clearly.	5	4	3	2	1	0
C. Uses acceptable communication skills.	5	4	3	2	1	0
IV. LEARNING ENVIRONMENT						
A. Uses strategies to motivate students for learning.	5	4	3	2	1	0
B. Maintains supportive environment.	5	4	3	2	1	0
V. GROWTH AND RESPONSIBILITIES						
A. Plans for and engages in professional development.	5	4	3	2	1	0
B. Interacts and communicates with parents.	5	4	3	2	1	0
C. Complies with policies, operating procedures, and requirements.	5	4	3	2	1	0
D. Promotes and evaluates student growth.	5	4	3	2	1	0

VI. GENERAL EVALUATIVE STATEMENT

Please use this space to give additional information about the applicant:

RECOMMENDATION:

WOULD YOU RECOMMEND THIS APPLICANT FOR EMPLOYMENT? YES ____ NO ____

SIGNED _____ DATE _____

TITLE _____

ADDRESS _____