RICHLAND COUNTY SCHOOL DISTRICT ONE
1616 Richland Street, Columbia, SC 29201

ADMINISTRATIVE/INSTRUCTIONAL SUPPORT REFERENCE FORM

Applicant Information

Applicant Name:_____

_____
(Street, P.O. Box, Apartment, etc.)

_____
(City, State and Zip Code)

Telephone: (____)_____

Reference Information

Reference Name:_____

_____
(Street, P.O. Box, Apartment, etc.)

_____
(City, State and Zip Code)

Telephone: (____)_____

TO APPLICANT: All applications and accompanying records become the property of Richland One and are not available to candidates. Many people will not complete a reference unless confidentiality can be assured. **I agree for this reference to be kept confidential, and by signing and dating the waiver of access below, I, the undersigned, waive any right to access to this reference.**

Signature of Applicant_____Date_____

How long and in what capacity have you known the applicant?_____
_____

Please rate the applicant on the following skills, abilities and knowledge using the following scale: **High 5 4 3 2 Low 1**

Facilitates the growth of co-workers		Ability to create positivity, excitement and good feelings in the organization	
Possess inner drive which continuously propels him/her to make things happen and get things done		Ability to achieve goals by working effectively with others	
Willingness to claim the role of a leader and serves as an example to others		Has the courage to ask for action and is persuasive enough to solve problems in a positive manner	
Commitment to the encouragement and development of teachers and students		Ability to organize and maintain good order	
Ability to see the uniqueness in individuals		Knows how to manage, set performance objectives and measure progress	
Shows caring and concern for co-workers and is readily available		Ability to arrange people with an environment so that they can be successful	

What is this applicant's greatest strength?_____
_____

In what area(s) would the applicant need support, remediation, training, etc? (Please support your opinion):_____
_____

Please check the statement which best describes your opinion about this applicant for an administrative/instructional support positron.

- ❑ This applicant is a proven leader in every sense of the word. He/she has initiated or accepted leadership roles and has been successful. I would rate him/her in the top 10% of administrative applicants.
- ❑ This applicant has great potential to be a leader. He/she has the training and experiences to make this a reality.
- ❑ This applicant has taken coursework in administration, but I have not observed him/her in any significant leadership role. I would suggest additional leadership opportunities.
- ❑ This applicant has had some leadership opportunities. I would suggest that he/she might need to improve in the area(s) of _____
_____
- ❑ I am aware of past leadership experiences of this applicant and have reservations about him/her pursuing other leadership positions.
- ❑ No comment.
- ❑ Other:_____

May Richland County School District One contact you should we have any further questions? ❑ Yes ❑ No

_____ _____ _____
Signature **Title** **Date**