



# Professional Reference (For Summer School Teacher)

Department of Career Readiness and Innovative Programs  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
Rockville, Maryland

MCPS Form 325-21  
March 2017

## INSTRUCTIONS

After completing this form, please sign it electronically, save it as a PDF, and email the PDF to [summerschool@mcpsmd.org](mailto:summerschool@mcpsmd.org).

## PART I: TO BE COMPLETED WITH INFORMATION FROM THE E-MAIL

Applicant \_\_\_\_\_  
*First Name* *Last Name* *MI* *Applicant ID #*

## PART II: TO BE COMPLETED BY REFERENCE (PERSON COMPLETING FORM)

\_\_\_\_\_  
*First Name* *Last Name* *Title*  
\_\_\_\_\_  
*E-mail* *Phone* *School/Company* *Relationship to Applicant*  
\_\_\_\_\_  
*Street Address* *City* *State* *Zip Code*

## PART III: INFORMATION ABOUT THE APPLICANT

### TYPE OF POSITION HELD BY APPLICANT

- Teacher Grade \_\_\_\_\_  
 Student Teacher Subject \_\_\_\_\_  
 Other (explain) \_\_\_\_\_

### APPLICANT'S DATES OF SERVICE

From: \_\_\_\_/\_\_\_\_/\_\_\_\_ To: \_\_\_\_/\_\_\_\_/\_\_\_\_ Length: \_\_\_\_/\_\_\_\_  
*Mo. Yr. Mo. Yr. Mos. Yrs.*

If a former employee, state the reason for leaving:  
\_\_\_\_\_

## PERFORMANCE CRITERIA

Based on most relevant observations or judgment of potential performance regardless of position held.

Please indicate: **1** – Highly effective **2** – Effective **3** – Not effective **4** – No basis for judgement

Sets quantifiable learning outcomes for students demonstrating an understanding of a curriculum framework and how students develop and learn. (Std. 1)	Establishes and maintains collaborative partnerships with families in support of student learning and well-being. (Std. 3)
Recognizes individual student differences and produces measurable growth in student achievement. (Std. 1)	Uses formal and informal assessment techniques to assess student progress, analyze results, and adapt instruction to improve student achievement. (Std. 4)
Demonstrates subject area knowledge and generates multiple paths to convey this knowledge clearly to students. (Std. 2)	Reflects upon teaching practices in promoting student learning and adjusts instruction accordingly. (Std. 5)
Uses comprehensive planning skills to design effective instruction focused on student mastery of curriculum goals. (Std. 2)	Draws upon educational research and research-based strategies in planning instructional content and delivery. (Std. 5)
Creates a classroom climate that promotes openness, respect, and inquiry and engages all students in meaningful learning through a variety of settings. (Std. 3)	Supports the vision of the school system and contributes to the smooth functioning of the school environment. (Std. 6)

## PERSONAL QUALITIES

Please indicate: **1** – Highly effective **2** – Effective **3** – Not effective **4** – Do not know

\_\_\_ Ability to communicate \_\_\_ Alertness \_\_\_ Maturity \_\_\_ Professional attitude \_\_\_ Honesty in relationships  
\_\_\_ Appearance \_\_\_ Initiative \_\_\_ Perceptiveness \_\_\_ Sensitive to the feelings of others

Do you recommend this teacher for summer school teaching.  Yes  No

If no, why not? \_\_\_\_\_

Other comments

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. This information is confidential, will become the property of Montgomery County Public Schools upon receipt, and will not be divulged to the applicant.

Signature \_\_\_\_\_ Date \_\_\_\_ - \_\_\_\_ - \_\_\_\_