

Charleston excellence is our standard

County SCHOOL DISTRICT

OFFICE OF TEACHER EMPLOYMENT

Applicant's Name: _____

Date: _____

Social Security Number: _____

Desired Position: _____

To the Applicant: All applications and accompanying records become the property of the district and are not available to the applicant. Many people will not complete a reference unless confidentiality can be assured. I agree for this reference to be confidential, and by signing and dating the waiver below, I waive any right of access to this reference.

Signature of Applicant

Date

Name of Reference: _____

Title: _____

Address: _____

Street

City

State

Zip

Phone

The applicant listed above is formally applying for a position with Charleston County School District. As part of the employment process, the applicant is requested to provide confidential references. A reference should be familiar with the applicant's ability, potential, and/or past performance. Your prompt attention in completing the items below and returning this form to CCSD will be greatly appreciated. Your information will be considered strictly confidential. Please use the following to rate the applicant's abilities:

1- Excellent 2- Above Average 3- Average 4 – Below Average 5 – Unsatisfactory NK – No Knowledge

Area	Rating
Knowledge of Curriculum, Subject Content and Development Needs (the extent to which the applicant demonstrates knowledge of subject matter)	
Instructional Planning (knowledge of standards, strategies to meet differences in learning, development of appropriate lesson plans)	
Instructional Delivery (implementation of strategies to ensure successful student learning while accommodating individual learning styles and diverse student needs)	
Assessment of Student Needs (ability to evaluate student needs through the use of different types of assessments and analysis of data)	
Development of a Conducive Learning Environment (Efficient systems in place to maximum instructional time, effective discipline procedures or strategies used to maintain appropriate student behavior)	
Effective Communication Skills (effective oral and written skills to interact with students, parents and other staff)	
Professionalism: (For example, attendance, cooperation with others, potential for professional growth, positive attitude toward supervision, leadership skills, maturity, personal hygiene, attitude, punctuality)	
Student Achievement: (takes ownership for student learning)	
Technology Skills (Use of technology for instructional purposes)	
Classroom Management	

Have you observed this applicant teach? Yes No N/A If so, how many times? _____

Would you employ this applicant: Yes No

For this position desired, I would recommend that applicant: Highly Favorable With Reservation Not at all

Additional Comments: _____

Signature of Reference

Date

Title/Position

Fax to Office of Teacher Employment at (843) 937-6383