

Douglas County School System Human Resources Department

Leadership Development Program PL-6 Cohort Principal's/ Department Head's Recommendation

The individual listed below has submitted an application for the Douglas County School System Leadership Development/ PL-6 Program. The Selection Committee is seeking input into the characteristics that would have bearing on the candidate's successful performance in the program. **Your responses will be confidential and not made available to the applicant.** This recommendation will become part of each individual's application file to be read and evaluated by the Leadership Program Selection Committee.

In order for this person to be considered, your recommendation must be received by the Director of Human Resources no later than _____.

Applicant's Name: _____

Applicant's Present School/Department; _____

Recommendation

Principal/Department Head Name: _____

Principal/Department Head Current Location: _____

I. Individual Skills and Qualities

Please respond to the items listed by checking the appropriate box on the scale.

	Not Observed	Poor	Fair	Average	Good	Superior
Respect for others						
Courteous behavior						
Interpersonal skills with staff						
Interpersonal skills with students						
Interpersonal skills with parents						
Ability to establish rapport with different groups and staff and students						
Writing Skills						
Speaking Skills						
Ability to express self clearly and concisely in committees and other group meetings						

Ability to motivate by being a positive force in the school						
Dependability						
Professional credibility						
Willingness to assume additional responsibilities						
Ability to prevent conflicts						
Ability to resolve conflicts						
Ability to be a team member						
Attendance						
Punctuality						
Ability to be discreet in handling confidential information						
Ability to make fair and impartial decisions						
Ability to make sound decisions under pressure						
Organizational skills						
Time management						
Current Knowledge of curriculum and instructional issues						
Participation in continues professional development						
Commitment to school improvement						
Initiative						

**II. Leadership Skills and Qualities
(Rate each factor)**

	Not Observed	Poor	fair	Average	Good	Superior
Listening						
Speaking						
Writing						
Team Building and Teamwork						
Instructional Competency						
Development of Self and Others						
Judgment						
Sensitivity						
Results Oriented						

	Yes, I Recommend this applicant for consideration for the Leadership Development/
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	PL6 Program
	No, I do not recommend this applicant for the Leadership Development/ PL6 Program
Please explain your rationale for recommending or not recommending this individual.	
Signature:	
Date:	

**Please return via school mail or through regular mail to:
Douglas County School System
Human Resources Department
Attention: Dr. Michelle Ruble
PO Box 1077
Douglasville, GA 30133
or FAX to 770-920-4016**