

LOS ANGELES UNIFIED SCHOOL DISTRICT

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Human Resources Division
Certificated Employment Operations
333 South Beaudry Avenue, 15th Floor - Los Angeles, CA 90017
Telephone: (213) 241-6151 - Fax: (213) 241-8410

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Administrative Coordinator

Name of Applicant

- SCHOOL PSYCHOLOGIST
- SCHOOL PSYCHOLOGIST--BILINGUAL, SPANISH-SPEAKING
- SCHOOL PSYCHOLOGIST FOR THE DEAF

To the Evaluator:

The person named above is applying for employment with the Los Angeles Unified School District and has given your name as a reference. Your reference and recommendation will assist us in our effort to make an equitable assessment of the candidate's suitability for employment and possible contract. The completed **Confidential Reference Form** (enclosed) should be mailed directly to:

Vicki Shenkman, Specialist
Los Angeles Unified School District
Special Education Certificated Employment Operations
333 South Beaudry Avenue, 15th Floor
Los Angeles, CA 90017

If you as principal delegate this responsibility to an assistant principal who has directly supervised the candidate, please indicate that you concur and approve this evaluation by co-signing the reference.

Your cooperation in assisting us in evaluating this candidate's competency in the field of School Psychological Services for which s/he has applied is greatly appreciated. Should you have any questions or require additional information, you may call (213) 241-5300, (800) 832-2452 (no charge to calling party outside California) or email careersinsped@lausd.net.

Sincerely,

Arnold M. Weiner
Administrative Coordinator

rdz.
encl.

LOS ANGELES UNIFIED SCHOOL DISTRICT
HUMAN RESOURCES
CERTIFICATED RECRUITMENT AND SELECTION SECTION

CONFIDENTIAL REFERENCE FORM

NAME: _____

SS#: _____ - _____ - _____

has submitted your name as a professional reference in applying for a *School Psychologist/School Psychologist-Bilingual, or School Psychologist for the Deaf* position. Please complete the following as appropriate and return to:

Vicki Shenkman, Specialist
Los Angeles Unified School District
Special Education Certificated Employment Operations
333 South Beaudry Avenue, 15th Floor
Los Angeles, CA 90017

Please indicate your assessment of this candidate's potential for success in this position. As your criteria for evaluation, consider both the amount of experience and degree of success in each of the areas listed. We request that you give a frank and critical evaluation, citing only those experiences which the candidate has had under direction or which you know personally to be a fact. This reference is not subject to review under the grievance procedure described in the LAUSD-UTLA Agreement, except as provided in Article V, Section 1.1

SECTION 1	NOT ENDORSED	HAS CERTAIN QUALIFICATIONS BUT INSUFFICIENT FOR ENDORSEMENT	ENDORSED	ENDORSED WITH CONFIDENCE	ENDORSED WITH ENTHUSIASM
A. ORGANIZATION AND MANAGEMENT SKILLS Displays skills in organizing and performing duties assigned. Has ability to identify problems and to assign and work within valid priorities. Able to delegate responsibility. Shows administrative initiative.					
B. COMMUNICATION SKILLS Shows ability to present ideas in a logical, well organized manner. Makes effective written and oral presentations to both professional and lay groups					
C. APPEARANCE AND MANNER Appropriate choice of clothing and good grooming. Shows confidence, tact poise, courtesy and enthusiasm					
D. PROFESSIONALSKILLS Capacity to analyze, absorb, and organize ideas. Understanding of educational initiatives and their implications					



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E. <u>HUMAN RELATION</u> Shows sensitivity to the needs of the community, students and staff. Gives evidence of leadership and is able to work with individuals and groups. Helps resolve conflicts and builds morale. Is able to hold a point of view without giving offense.					
F. <u>ACADEMIC PREPARATION</u> Shows evidence of breadth and depth of scholarship, self-motivation and continuous professional growth in keeping abreast of current trends, methods and publications appropriate for this position					
G. <u>PROFESSIONAL ATTITUDE AND ETHICAL STANDARDS</u> Shows professional integrity. Has an acceptable code of professional ethics. Handles confidential materials appropriately					
H. <u>PROFESSIONAL EXPERIENCE AND GROWTH</u> Extent to which the candidate takes advantage of opportunities for professional growth. Takes advantage new assignments in order to expand experiences					
SECTION II: <u>OVERALL PERSONAL AND PROFESSIONAL FITNESS FOR THE POSITION</u> This rating is not an average of the items above. It is an overall summary of your evaluation of the candidates fitness for the position					

COMMENTS:(Attach page if necessary) _____

Period of time candidate was under your supervision _____ to _____

Location _____ Candidate's Position _____

I am (aware not aware) of any circumstance or incident that would preclude our school district from re-contracting or rehiring this individual.

I endorse and recommend for a contract Yes No

NAME OF REFERENT/POSITION _____

SIGNATURE _____

DATE _____