



INSTITUTE FOR LEADERSHIP DEVELOPMENT

Preliminary Administrative Services Credential Program

CONFIDENTIAL RECOMMENDATION

An employee you supervise or have supervised has applied for the Preliminary Administrative Services Credential Program at the Orange County Department of Education. We ask that you take a few minutes to reflect on the leadership potential of this candidate. Thank you in advance for completing the recommendation form.

Submit the completed form via email to: Kate Crawford
Coordinator
kcrawford@ocde.us

Candidate First/Last Name

School/Work Location

Please check one:

- ☐ Strongly Endorsed
☐ Endorsed
☐ Not Endorsed at this Time

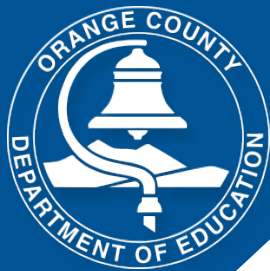
Comments:

Recommender (Please Print):

Recommender's Title:

Recommender's Signature

Date



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Based on your experience working with the candidate, please check a box for each of the categories listed below. We ask you to include comments below.

	Insufficient Opportunity to Observe	Performs Poorly	Emerging Skills	Shows Strengths	Shows Exceptional Skills
Decisiveness: Readiness to make decisions, render judgments, take actions or commit oneself.					
Judgment: Developing alternative courses of action and making decisions which reflect factual information, are based on logical assumptions, and take organizational resources into consideration.					
Leadership and Influence: Utilizing appropriate interpersonal styles and methods in guiding individuals and groups toward task accomplishment; building cohesive cooperation and collaboration among the school's partners; facilitating group process and the resolution of conflict.					
Extra-Organizational Sensitivity: Working with diverse populations and understanding of sensitivity to various ethnic, cultural, linguistic, economic, and disability groups.					
Initiative and Innovation: Self-starting rather than passively accepting. Taking action to achieve goals beyond what is necessarily required. Organization action. Developing unique and creative solutions to complex problems.					
Instructional Leadership: Working with instructional staff members to create most effective environment that will ensure improved student achievement.					
Planning and Organization: Establishing and facilitating a course of action for self and/or others to accomplish a specific goal; planning the proper assignment of personnel and appropriate allocation of resources.					

Comments