

Orange County Department of Education
Institute for Leadership Development
Preliminary Administrative Services Credential Program

CONFIDENTIAL RECOMMENDATION

An employee you supervise 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.

Please return this reference to:

Orange County Department of Education
Attn: Naomi Stanaland – B-1012
200 Kalmus Drive
Costa Mesa, Ca 92626

OR

Email this form to: nstanaland@ocde.us

Candidate First/Last Name: _____

School/Work Location: _____

Please check one:

Strongly Endorsed

Endorsed

Not Endorsed at this Time

Comments:

Administrative Supervisor (Please Print): _____

Administrative Supervisor Signature: _____

Date:

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

	Insufficient Opportunity to Observe	Performs Poorly	Is Developing Skills	Shows Strength	Shows Exceptional Skills
Decisiveness: Readiness to make decisions, renders judgements, 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 stakeholders. 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 Innovativeness: Self-starting rather than passively accepting. Taking action to achieve goals beyond what is necessarily called for. 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/or 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: