

PRINCIPAL CERTIFICATION PROGRAM

RECOMMENDATIONS FROM BUILDING PRINCIPAL

Candidate's Name	_____
Telephone	_____
Principal's Name	_____
District	_____
Building	_____
Address	_____
Email	_____
Telephone	_____

Please give us your confidential opinion of this candidate's ability to become a building principal. Your recommendation will be one of the criteria used in admitting candidates into the certification program.

Please rate the candidate's abilities in the following areas:

- PROBLEM ANALYSIS:** Ability to seek out relevant data and analyze complex information to determine the important elements of a problem.

10 8 6 4 2
No reservation Most of the time Average On occasion Hardly ever

- JUDGMENT:** Ability to reach logical conclusions and make high quality decisions based on available information; skill in identifying educational needs and setting priorities; ability to evaluate critical written communications.

10 8 6 4 2
No reservation Most of the time Average On occasion Hardly ever

3. **ORGANIZATIONAL ABILITY:** Ability to plan, schedule, and control the work of others; skill in using resources in optimal fashion; ability to deal with a volume of paperwork and heavy demands on one's time.

10	8	6	4	2
No reservation	Most of the time	Average	On occasion	Hardly ever

4. **DECISIVENESS:** Ability to recognize when a decision is required and act.

10	8	6	4	2
No reservation	Most of the time	Average	On occasion	Hardly ever

5. **LEADERSHIP:** Ability to get others involved in solving problems; ability to recognize when a group requires direction; to interact with a group effectively and to guide them to the accomplishment of a task.

10	8	6	4	2
No reservation	Most of the time	Average	On occasion	Hardly ever

6. **SENSITIVITY:** Ability to perceive the needs, concerns, and personal problems of others; skill in resolving conflicts; tact in dealing with persons from different backgrounds; ability to deal effectively with people concerning emotional issues; knowing what information to communicate and to whom.

10	8	6	4	2
No reservation	Most of the time	Average	On occasion	Hardly ever

7. **STRESS TOLERANCE:** Ability to perform under pressure and during opposition; ability to think on one's feet.

10	8	6	4	2
No reservation	Most of the time	Average	On occasion	Hardly ever

8. **ORAL COMMUNICATION:** Ability to make clear oral presentations of facts or ideas.

10	8	6	4	2
No reservation	Most of the time	Average	On occasion	Hardly ever

9. **WRITTEN COMMUNICATION:** Ability to express ideas clearly in writing; to write appropriately for different audiences – students, teachers, parents, et. al.

10	8	6	4	2
No reservation	Most of the time	Average	On occasion	Hardly ever

10. **RANGE OF INTEREST:** Competence to discuss a variety of subjects – educational, political, current events, economics, etc.; desire to actively participate.

10	8	6	4	2
No reservation	Most of the time	Average	On occasion	Hardly ever

11. **PERSONAL MOTIVATION:** Need to achieve in all activities attempted; evidence that work is important to personal satisfaction.

10	8	6	4	2
No reservation	Most of the time	Average	On occasion	Hardly ever

12. **EDUCATIONAL VALUES:** Possession of a well-reasoned educational philosophy; receptiveness to new ideas and to change.

10	8	6	4	2
No reservation	Most of the time	Average	On occasion	Hardly ever

Recommender's Signature

Date

Do not return this letter to the applicant.

Please send the letter to:

Dr. Susan M. Sibert
Davis Hall 328
570 South 11th Street
Indiana University of Pennsylvania
Indiana, PA 15705