

Grow Our Own Teachers Initiative Stipend Post-Baccalaureate Certificate in Secondary Education (PBCSE)

Principal/Vice Principal Recommendation Form
Deadline to Submit: October 22, 2018

Name of Applicant _____

Island _____ Complex Area _____

School _____ Applicant's Position _____

Applicant's Content Area _____

To the Respondent

As a principal or vice-principal who is familiar with the applicant's work in your school, please evaluate the applicant for participation in the Grow Our Own Teachers Initiative. This initiative provides stipends to qualified applicants to become licensed teachers in Hawai'i. Individuals who are selected will complete the Post-Baccalaureate Certificate in Secondary Education (PBCSE) in a content area prioritized by the Hawai'i Department of Education as an area of need. This may include:

Art	Mathematics	Social Studies
Dance	Music	Theater
English	Physical Education	World Languages
English as a Second Language	Science	

Based on your knowledge of the applicant's work, please complete and submit the following assessment form to the College of Education.

Four ways to submit.

- 1) Upload to the College of Education using link in email (preferred method)
- 2) Fax: (808) 956-4271
- 3) Mail:
Grow Our Own Initiative
Office of Student Academic Services
1776 University Ave.
126 Everly Hall
Honolulu, HI, 96822
- 4) Email a PDF attachment to: osas@hawaii.edu

Thank you for your assistance!

Overview and Instructions

Establishing and maintaining appropriate professional dispositions is essential to being a successful teacher. This assessment is a tool to reflect on the applicant's performance in your school. Please use the following assessment scale:

- Proficient = Exceeds the indicated criteria
- Basic = Meets the indicated criteria
- Needs Work = Does not meet the indicated criteria
- Don't Know = Not familiar with applicant's work in this area

Please assess the applicant on each criterion and provide an overall recommendation.

Professional Dispositions	Proficient	Basic	Needs Work	Don't Know
1. Professionalism				
<ul style="list-style-type: none"> ● Consistently attends and participates in school responsibilities 				
<ul style="list-style-type: none"> ● Is honest and reliable, punctual, meets school requirements and deadlines, and produces quality work 				
<ul style="list-style-type: none"> ● Dresses appropriately for school and school activities 				
2. Communication (verbal and nonverbal)				
<ul style="list-style-type: none"> ● Listens openly, communicates respectfully in different contexts (face-to-face/online, formal/informal, classroom/outside classroom, public/private settings, etc.), responds appropriately to the feedback and the opinions of others, asks for help when necessary, and respects and protects confidentiality as appropriate 				
<ul style="list-style-type: none"> ● Communicates clearly and effectively 				
<ul style="list-style-type: none"> ● Communicates in a timely and responsive manner, and is proactive in communicating unavoidable absences, tardies, schedule changes, etc. 				
3. Collaboration				
<ul style="list-style-type: none"> ● Initiates and/or positively contributes to collaborative efforts with others 				
<ul style="list-style-type: none"> ● Actively participates in problem solving 				

Professional Dispositions	Proficient	Basic	Needs Work	Don't Know
4. Reflection				
<ul style="list-style-type: none"> Engages in purposeful reflection in order to promote meaningful intellectual, emotional, and social growth 				
<ul style="list-style-type: none"> Monitors the impact of his/her actions and interactions on others and adjusts behavior accordingly 				
5. Diversity				
<ul style="list-style-type: none"> Values diversity and is positively responsive to other cultures, languages, and multiple perspectives, including those perspectives that are different than their own 				
<ul style="list-style-type: none"> Models and acts with empathy 				

6. Strengths and Concerns

Please share the strengths and/or areas of concern you've observed in this applicant.

7. Do you recommend this applicant for a Grow Our Own Teachers stipend?

- I strongly recommend this applicant and would hire him/her if a position is available.
- I recommend this applicant and would hire him/her if a position is available.
- I do not recommend this applicant.
- I don't know enough about this applicant to make a recommendation.

Signature _____ Date _____

Please Print:

Name _____ Title _____ Phone _____

Email _____ School _____