

**REFERENCE FORM**  
**Initial Administrator License**  
**Portland State University**

Name of Applicant \_\_\_\_\_

Name of person completing this form \_\_\_\_\_ Date \_\_\_\_\_

Your position/title \_\_\_\_\_ Organization \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

The applicant named above is applying for admission to the Initial Administrator License Program at PSU and has given your name as a reference. Your candid appraisal of the applicant's personal qualities and professional promise is requested. Please be objective, frank, and specific regarding both the strengths and the limitations of the candidate. Also carefully consider their fit with the Conceptual Framework of the Graduate School of Education shown below. Your assessment of the following items will be seriously considered in the final selection of candidates. *(Please note that the applicant may see this recommendation unless he or she has signed the following waiver.)*

**Applicant's access waiver: Please note that the following waiver is not required as a condition of admission.**

I waive my right, provided by the Family Educational Rights and Privacy Act of 1974 to examine this Recommendation.

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

**The Graduate School of Education's Conceptual Framework:** Our program will prepare professionals to meet our diverse communities' lifelong educational needs in the following ways:



***Diversity & Inclusiveness***

- To work in diverse settings
- To promote inclusive environments



***Research-Based Practices & Professional Standards***

- To critically analyze and implement research-based practices
- To demonstrate appropriate professional knowledge, skills, and dispositions



***Impact on Learning and Development***

- To ensure all learners and clients succeed
- To use technology to enhance learning
- To influence policy and provide leadership for organizations



***Evidence-Informed Decision Making***

- To use evidence to solve problems of practice and make educational decisions

Please check one box in each row. Please feel free to use “No Basis for Judgment” when applicable.

**Unsatisfactory** = has no or limited skill in this area;

**Emerging** = is currently or *will be able to do this* adequately following instructions;

**Proficient** = is above average in this area/has or will be able to master it showing initiative,

**Exemplary** = is or will be exceptional in this area, so that others will ask this person’s advice beyond his or her own work setting.

<b>Knowledge/Skill/Disposition</b>	<b>No Basis for Judgment</b>	<b>1 Unsatisfactory</b>	<b>2 Emerging</b>	<b>3 Proficient</b>	<b>4 Exemplary</b>
<b>Diversity and Inclusiveness</b>	*****	*****	*****	*****	*****
Work in diverse settings					
Promote inclusive environments					
Recognize and value student, staff and community diversity					
Work with students with special needs and capabilities					
<b>Research-based practices and professional standards</b>	*****	*****	*****	*****	*****
Critically analyze and implement research-based practices					
Demonstrate appropriate professional knowledge, skills, and dispositions					
<b>Impact on learning &amp; development</b>	*****	*****	*****	*****	*****
Set high, but reasonable, standards for all students/clients and expects them to be met					
Use technology to enhance learning					
Influence policy and provide leadership in his or her organization					
Develop curriculum					
Provide instructional leadership					
Conduct student assessment					
Conduct supervision of instruction					
Demonstrate teaching skills with a variety of audiences					
<b>Evidence-informed Decision-making</b>	*****	*****	*****	*****	*****
Use evidence to address problems of practice					
Synthesize data in decision-making					
<b>Administrative Skills</b>	*****	*****	*****	*****	*****
Express ideas orally					
Express ideas in written form					
Handle job-related pressure without losing composure					
Demonstrate management and organization skill					
Demonstrate creativity					
Demonstrate delegation skill					
Demonstrate collaborative planning and decision-making					

<b>Knowledge/Skill/Disposition</b>	<b>No Basis for Judgment</b>	<b>1 Unsatisfactory</b>	<b>2 Emerging</b>	<b>3 Proficient</b>	<b>4 Exemplary</b>
Demonstrate flexibility					
<b>Interpersonal Competence</b>	*****	*****	*****	*****	*****
Works well with students, parents, administrators and co-workers					
Acts with integrity, fairness, and in an ethical manner					
Has confidence in his/her ability to solve problems s/he encounters with others					
Manages change in routine and adapts to new experiences/situations easily					
Looks for 'good' in students and uses social praise rather than negative criticism					
Demonstrates enthusiasm, warmth (i.e., smiles, eye contact, positive regard, attention) when working with students					

1. How long have you known the applicant, and in what capacity? \_\_\_\_\_

---



---

2. Describe the special qualifications of the applicant for administrative work. \_\_\_\_\_

---



---



---



---

3. Describe the candidate's involvement in specific leadership roles in improving teaching and learning in your school and/or district. \_\_\_\_\_

---



---



---



---

4. Indicate your level of recommendation for this applicant's acceptance to Initial Administrator License Program compared with other administrative candidates whom you know. Circle the appropriate number along the continuum below:

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
No basis for judgment/ Cannot Recommend	Recommend with Reservation	Recommend <b>(Top 25%)</b>	Strong Recommendation <b>(Top 10%)</b>	Highest Recommendation <b>(Top 5%)</b>

5. Please write comments below explaining your level of recommendation in question #4 for this applicant. Your comments are very much appreciated and are very important in the selection process. Attach another page if needed.

---



---



---



---



---

**6. The Initial Administrator License Program requires Principal/Mentoring Supervisor (or designee) to endorse intern applicants by signifying willingness to help facilitate the required 360-hour practicum. Please indicate your willingness to provide this support by signing below and identifying the anticipated practicum site placement.**

*(Note: The Principal/Mentoring Supervisor must be an Oregon licensed administrator with a minimum of 2 years administrative experience.)*

Principal/Mentoring Supervisor	Practicum Site Placement	District
--------------------------------	--------------------------	----------

Signature of Principal or (Designee)	Title	Date
--------------------------------------	-------	------

**PLEASE MAIL or FAX directly to:**

Portland State University  
 Graduate School of Education  
 EPFA Department  
 P.O. Box 751  
 Portland, OR 97207

**FAX** (503) 725-3200  
**TOLL FREE** (800) 547-8887 ext 4716  
**DEPARTMENT** (503) 725-4716