CONVERSION NON-CONFIDENTIAL REFERENCE

_____ is converting District status

                Name of Current Employee

and requires your evaluation and recommendation.

Employee #_____

Please indicate below your evaluation of this current employee for this position.   Each item should be evaluated. Below average and inadequate check marks should be substantiated with remarks.

PROFESSIONAL COMPETENCE

PLEASE CHECK THE APPROPRIATE BOXES.

	NO BASIS FOR JUDGMENT	INADEQUATE	BELOW AVERAGE	SATISFACTORY	STRONG	OUTSTANDING
1. Promotes an effective classroom environment						
2. Ability to communicate						
3. Ability to develop pupil discipline and morale						
4. Ability to manage classroom and school routines						
5. Ability to plan instruction						
6. Use of effective teaching procedures						
7. Provides for individual differences						
8. Ability to motivate pupils						
9. Contributes to the total school program						
10. Creativity						

REMARKS (positive or negative):

PLEASE SEE REVERSE SIDE FOR EVALUATION OF PERSONAL QUALITIES.

_____ Employee Number _____

Name of Current Employee

PERSONAL QUALITIES

PLEASE CHECK THE APPROPRIATE BOXES.

	NO BASIS FOR JUDGMENT	INADEQUATE	BELOW AVERAGE	SATISFACTORY	STRONG	OUTSTANDING
1. Manner						
2. Appearance						
3. Enthusiasm						
4. Effectiveness of speech						
5. Assumption of responsibility						
6. Maturity of judgment						
7. Professional attitudes						
8. Health and vitality						
9. Emotional poise						
10. Ability to work with others						

REMARKS (positive or negative):

This person currently teaches _____,
Grade and Subject Field

at _____where I served as _____,
School   Title

I endorse and recommend for a new contract ❑ Yes ❑ No

_____   _____   _____
Print Name (Evaluator)   Signature (Evaluator)   Date

_____   _____   _____
Print Name (Principal)   Signature of Principal Required   Date

RETURN TO: Los Angeles Unified School District
Human Resources - Dept. R
333 South Beaudry Avenue, 15th Floor
Los Angeles, CA 90017
Fax: (213) 241-8413