

LOS ANGELES UNIFIED SCHOOL DISTRICT

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Human Resources Division
Certificated Employment Operations
333 South Beaudry Avenue, 15th Floor - Los Angeles, CA 90017
Telephone: (213) 241-5300 - Fax: (213) 241-8412

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Superintendent of Schools

VIVIAN K. EKCHIAN
Chief Human Resources Officer

DEBORAH A. IGNAGI
Asst. Chief Human Resources Officer

Derek M. Ramage
Director

Name of Applicant

PSYCHIATRIC SOCIAL WORKER
Subject Area

To the Evaluator:

The person named above is applying for employment contract service with the Los Angeles Unified School District and has given your name as a reference. Your reference and recommendation for possible contract will provide information, which will assist us in our effort to make an equitable assessment of the candidate's suitability for employment. The completed Non-Confidential Reference Form (attached) may be returned directly to:

Pia Escudero, LCSW, Director
Los Angeles Unified School District
School Mental Health
333 S. Beaudry Ave., 29th Floor
Los Angeles, CA 90017

Your cooperation in assisting us in evaluating this candidate's competency in the position for which s/he has applied is greatly appreciated. Should you have any questions or require additional information, you may call School Mental Health at (213) 241-3841.

Sincerely,

Derek M. Ramage

rdz.
encl.

NON-CONFIDENTIAL REFERENCE

_____ (SSN #: _____) is taking the examination for
Name of Current Employee
PSYCHIATRIC SOCIAL WORKER and has served under your supervision.

Name of Evaluator _____
Title _____
Agency _____
Address _____
City, State Zip Code _____

Please indicate below your evaluation of this applicant or current employee for this position. When completing this form, remember to consider the person only in relation to the subject area of the examination. Each item should be evaluated. Below average and inadequate check marks should be substantiated with remarks.

PLEASE CHECK THE APPROPRIATE BOXES

PROFESIONAL COMPETENCE		NO BASIS FOR JUDGEMENT	INADEQUATE	BELOW AVERAGE	SATISFACTORY	STRONG	OUTSTANDING
1.	Ability to apply the principles and techniques of social work to mental health problems.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Facility in oral and written communication, e.g., ability to conduct meetings and speak before an audience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Skill in various modes of social work, e.g., crisis intervention, mental health consultation, and community organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Ability to provide effective interventions with school-age children and their families.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Ability to organize duties and prioritize workload.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Complies with policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Provides for individual differences among staff and clients.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Ability to utilize community resources effectively.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Contributes to the total program and assumes responsibility for continuous professional growth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Creativity, e.g., new approaches to service delivery and program development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Remarks (positive or negative)



PLEASE CHECK THE APPROPRIATE BOXES

PERSONAL QUALITIES		NO BASIS FOR JUDGEMENT	INADEQUATE	BELOW AVERAGE	SATISFACTORY	STRONG	OUTSTANDING
1.	Manner - friendliness, tact, courtesy, responsiveness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Appearance – dresses appropriately for the position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Enthusiasm – self-motivated; demonstrates leadership and Initiative.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Effectiveness of speech – ability to articulate ideas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Assumption of responsibility – follow through and completion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Maturity of judgment – effective problem-solving abilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Professional attitudes – objectively, self-awareness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Health and vitality – attendance and punctuality.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Emotional poise – coping with emergencies.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Ability to work with others in multi-disciplinary teams.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Remarks (positive or negative)

This person has served: Full-time Part-time

as a _____, from _____ to _____,
 Position Held

for _____ months, at _____, where I served as _____,
 Title

I endorse and recommend for a contract Yes No

 Evaluator Name (print) Signature of Evaluator Date

 E-mail Address Telephone Number Fax Number

RETURN TO: Pia Escudero, Director
 Los Angeles Unified School District
 School Mental Health
 333 S. Beaudry Ave., 29th Floor
 Los Angeles, CA 90017
 Fax: (213) 241-3305