$\frac{PROFESSIONAL\ ASSISTANCE\ PROGRAM\ (PPAP)\ GOVERNANCE\ BOARD\ MEMBER}{PFT\ Rep\ RECOMMENDATION}$

Dear Principal:

has applied to serve as a member of the Poway Professional Assistance Program (PPAP) Governance

Board Member. The candidates we seek are those exemplary teachers who not only possess a sound instructional base, but also are proven leaders. They must be well respected by the peers and the entire school community. Your honest and candid appraisal is an important part of the selection process. The information you provide will be kept confidential and shredded after the interview and selection of candidates.

Please rate the abilities of the applicant using the rubric below:

Category	1	2	3	4	Score
Contribution	Tends not to share ideas,	Shares ideas, information	Usually share ideas,	Freely share ideas,	
Contribution	information or resources.	and resources upon request.	information and resources	information, and resources	
	Tends not to participate or	Sometimes makes an effort	Often makes an effort to	Can be relied on to	
Motivation	remain engaged when a	to participate and remain	participate and remain	participate and remain	
/Participation	project moves away from	engaged when a project	engaged even when a	engaged even when a	
/1 al ticipation	own immediate interests.	moves away from own	Project moves away from	project moves away from	
		immediate interests.	own immediate interests.	own immediate interests.	
Quality of Work	Work reflects very little	Work reflects some effort	Work reflects a strong	Work reflects best efforts.	
	effort and often needs to be	but occasionally needs to be	effort. Self-monitors to	Continuously makes small	
	checked and/or redone by	checked and/or redone by	improve the quality of	changes to improve the	
	others to ensure quality.	others to ensure quality	own work.	quality of own work.	
	Rarely gets things done by	Tends to procrastinate,	Usually uses time well to	Routinely uses time well	
Time	the deadline and others often	meaning others may have to	ensure that things are done	to ensure things are done	
Management	have to adjust deadlines or	adjust deadlines or work	so others do not have to	on time.	
Management	work responsibilities.	responsibilities.	adjust deadlines or work		
			responsibilities.		
	Often critical of the team or	Occasionally is critical of the	Usually represents the	Represents the team and	
Team Support	the work of fellow group	team or the work of fellow	team and the work of	the work of fellow group	
	members when in other	group members when in	fellow members in a	members in a positive	
	settings.	other settings.	positive manner when in	manner when in other	
			other settings.	settings.	
	Forgets or loses materials	Makes an effort to bring or	Usually brings needed	Consistently brings	
Preparedness	needed for work.	find materials needed to	materials and come ready	needed materials and	
1 repareuless		work, but often misplaces	to work.	come ready to work.	
		things.			
	Usually does not participate	Makes an effort to	Usually participates in	Consistently participates	
	in group problem solving	participate in group problem	group problem solving	in group problem solving	
Problem	with an open mind. Either	solving with an open mind.	with an open mind,	with an open mind,	
Solving	tends not to share thoughts	Generally shares thoughts	sharing thoughts and ideas	sharing thoughts and ideas	
	and ideas or inhibits the	and ideas, sometimes inhibits	without inhibiting the	without inhibiting the	
	contributions of others.	the contributions of others.	contributions of others.	contributions of others	
	Does not know how to	Occasionally knows how to	Often knows how to gauge	Consistently knows how	
Team	gauge own impact on the	gauge own impact on the	own impact on the group	to gauge own impact on	
Dynamics	group, and is generally	group and is somewhat	and is generally aware of	the group and is routinely	
	unaware of team dynamics.	aware of team dynamics.	team dynamics.	aware of team dynamics.	
Interactions with Others	Rarely listens to, respect,	Sometimes listens to,	Usually listens to, respect,	Consistently listens to,	
	acknowledge, or support the	respect, acknowledge, and	acknowledge, and support	respect, acknowledge, and	
	efforts of others. Allows	support the efforts of others,	the efforts of others.	support the efforts of	
	conflict or personal	but at times allow conflict or	Occasionally allows	others.	
	differences to interfere with	personal differences to	conflict or personal		
	communication.	interfere with	differences to interfere		
		communication.	with communication.		
Role Flexibility	Likes to either lead or follow	Is uncomfortable with role	Can assume both roles	Can easily move between	
	but is uncomfortable when	flexibility, but attempts to	(leader and follower) but	leader/follower, assuming	
	functioning outside his/her	move outside his/her	is more comfortable in one	either role as needed to	
	perceived role.	perceived role.	role than the other.	accomplish the task.	
	Rarely engages in self-	Self-reflection occurs after	Self-reflection usually	Consistently uses self-	
	reflection after collaborative	collaborative activities when	occurs after collaborative	reflection after	
Reflection	activities but tends to focus	prompted or reminded by	activities, but most often	collaborative activities.	
	on the behavior of others.	others.	when things do not go		
			well.		

Page 2 Candida	ate Name:							
Please answer the following questions within the space provided.								
1.	What qualities does this teacher ha	we that makes her	/him a leader at your school	?				
2.	In your opinion, can this teacher coissues? Please describe.	ommunicate with o	colleagues in an honest and	diplomatic manner? 1	s he/she hesitant to confront			
3.	Is this applicant highly respected b	by colleagues and s	support staff? Why or why	not?				
4.	Do you have any reservations in re	ecommending this	teacher?					
Name		School	Position	Da	ate			

Please return completed recommendation on or before Tuesday, April 30. You may use district mail to Kelly Logan at the PFT office, email your confidential recommendation to klogan@powayteachers.org, or FAX to: (858) 674-2805.