

# TALENT POOL RECOMMENDATION FORM

**Incomplete forms will be eliminated from this process.**

**We invite you to recommend distinguished classroom teachers and/or principals who have demonstrated all of the following:**

- Exceptional educational talent as evidenced by effective instructional practices and student learning results in the classroom and school;
- Exemplary educational accomplishments beyond the classroom that provide models of excellence for the profession;
- Individuals whose contributions to education are largely unheralded yet worthy of the spotlight;
- Early- to mid-career educators who offer strong long-range potential for professional and policy leadership; and
- Engaging and inspiring presence that motivates and impacts students, colleagues and the community.

*Please complete a separate form for each individual including a one-page letter explaining how this person meets the criteria outlined. Please include a resume for each recommendation.*

## THIS IS A CONFIDENTIAL PROCESS

**Individuals should not be aware of this recommendation.**

NAME OF RECOMMENDED EDUCATOR \_\_\_\_\_

CLASSROOM TEACHER     PRINCIPAL     OTHER (please specify) \_\_\_\_\_

**TEACHERS:** GRADE(S) CURRENTLY TEACHING \_\_\_\_\_      **PRINCIPALS:** GRADE LEVELS IN BUILDING \_\_\_\_\_

MATHEMATICS     SOCIAL STUDIES     SCIENCE     FINE ARTS     READING/ENGLISH/LANGUAGE ARTS

FOREIGN LANGUAGE (please specify) \_\_\_\_\_

OTHER (please specify) \_\_\_\_\_

**TEACHERS:** TOTAL YEARS IN EDUCATION \_\_\_\_\_      **PRINCIPALS:** NUMBER OF YEARS AS AN ADMINISTRATOR \_\_\_\_\_

**Will the recommended educator be at the same school site next year?**     YES     NO

SCHOOL DISTRICT \_\_\_\_\_ SCHOOL NAME \_\_\_\_\_

SCHOOL MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

EDUCATOR'S SUPERVISOR \_\_\_\_\_ SUPERVISOR'S EMAIL ADDRESS \_\_\_\_\_

SCHOOL AREA CODE & PHONE NUMBER \_\_\_\_\_

**RATE educator from 1-10 (10 being highest) on the following four criteria and provide a paragraph to explain your rating. Be detailed and thorough, with examples whenever possible.**

\_\_\_\_\_ **1.** Exceptional educational talent as evidenced by effective instructional practices and student learning results in the classroom and school.

\_\_\_\_\_ **2.** Exemplary educational accomplishments beyond the classroom that provide models of excellence for the profession. Include committees, mentoring, awards, publications, and presentations.

\_\_\_\_\_ **3.** Strong long-range potential for professional and policy leadership, i.e., predict the educator's potential to remain in education for at least 25 more years and demonstrate leadership in the profession.

\_\_\_\_\_ **4.** Engaging and inspiring presence that motivates and impacts students, colleagues and the community. Do students perform at higher levels due to the educator, pursue certain careers, credit their success to the educator, etc.?

**Cite evidence of student achievement gains as a result of the educator's practices:**

**Cite awards the educator has received:**

**Other comments:**

**Education:**

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SCHOOL ATTENDED

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GRADUATION YEAR

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DEGREE

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SCHOOL ATTENDED

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GRADUATION YEAR

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DEGREE

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SCHOOL ATTENDED

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GRADUATION YEAR

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DEGREE

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SCHOOL ATTENDED

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GRADUATION YEAR

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DEGREE

**Indicate ethnicity of educator being recommended:**

WHITE     ASIAN     HISPANIC OR LATINO     BLACK OR AFRICAN AMERICAN     NATIVE AMERICAN INDIAN OR ALASKA NATIVE  
 NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER     OTHER (please specify) \_\_\_\_\_

List the names and phone numbers of three professional references other than you for the educator. We will call and interview them. They should know the educator currently and very well.

NAME TITLE

WORK PHONE HOME PHONE EMAIL ADDRESS

NAME TITLE

WORK PHONE HOME PHONE EMAIL ADDRESS

NAME TITLE

WORK PHONE HOME PHONE EMAIL ADDRESS

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YOUR NAME TITLE

DISTRICT RELATION TO RECOMMENDED EDUCATOR (principal, colleague, etc.)



**OKLAHOMA**  
**Education**

**Oklahoma State Department of Education**

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**Questions?**

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