

Great Oaks Institute of Technology and Career Development ~ Superintendent/CEO Search ~ Reference Form

Instructions to applicant: Print your name on the reference form and provide the form and an addressed stamped envelope to your reference for completion. The envelope should be printed with the following address:

Great Oaks Superintendent Search
PO Box 2473
Westerville, Ohio 43086-2473

The form may also be scanned and emailed by the completer to: tomgobucks@gmail.com

Under no circumstances should the reference form be returned to you for submission

Applicant's Name _____

The above named individual is applying for the position of CEO/Superintendent of Great Oaks Institute of Technology and Career Development. Please complete the following reference form and return it in the envelope provided.

A. Relationship with the Board

	LEVEL OF PERFORMANCE
Keeps the Board informed and advised on issues, needs, finances and district operation.	<input type="checkbox"/> Excellent <input type="checkbox"/> Competent <input type="checkbox"/> Poor <input type="checkbox"/> Not Applicable
Carries out the policies of the Board.	<input type="checkbox"/> Excellent <input type="checkbox"/> Competent <input type="checkbox"/> Poor <input type="checkbox"/> Not Applicable
Makes timely recommendations to the Board with supporting data.	<input type="checkbox"/> Excellent <input type="checkbox"/> Competent <input type="checkbox"/> Poor <input type="checkbox"/> Not Applicable
Maintains a liaison between the Board, school personnel and the community; works toward a high degree of understanding and trust.	<input type="checkbox"/> Excellent <input type="checkbox"/> Competent <input type="checkbox"/> Poor <input type="checkbox"/> Not Applicable
Possesses a strong financial understanding of Ohio's school funding system with a demonstrated ability to budget and financially manage a complex organization especially in times of economic downturns and financial uncertainty. Works well with a district treasurer	<input type="checkbox"/> Excellent <input type="checkbox"/> Competent <input type="checkbox"/> Poor <input type="checkbox"/> Not Applicable
Understands the role of the administration in carrying out board policies	<input type="checkbox"/> Excellent <input type="checkbox"/> Competent <input type="checkbox"/> Poor <input type="checkbox"/> Not Applicable

B. Educational Leadership/Instructional Curriculum

Guides the district to continuously evaluate, develop, and improve all aspects of instructional programs.	<input type="checkbox"/> Excellent <input type="checkbox"/> Competent <input type="checkbox"/> Poor <input type="checkbox"/> Not Applicable
Visionary skills and the ability to produce short and long-range plans and the capability to define and implement innovative and best practice strategies	<input type="checkbox"/> Excellent <input type="checkbox"/> Competent <input type="checkbox"/> Poor <input type="checkbox"/> Not Applicable
An ability to effectively address and work with diverse populations, both student and community, and respond to their needs, wants and desires	<input type="checkbox"/> Excellent <input type="checkbox"/> Competent <input type="checkbox"/> Poor <input type="checkbox"/> Not Applicable
Excellent analytical, planning and organizational skills to maintain strategic direction which includes curriculum and program development and knowledge of 21 st century skills	<input type="checkbox"/> Excellent <input type="checkbox"/> Competent <input type="checkbox"/> Poor <input type="checkbox"/> Not Applicable

C. Communications

Demonstrates responsiveness to the community. Develops a working relationship with the community by participating in school and non-school activities	<input type="checkbox"/> Excellent <input type="checkbox"/> Competent <input type="checkbox"/> Poor <input type="checkbox"/> Not Applicable
Promotes career and technical education to the educational, professional and business and industrial community.	<input type="checkbox"/> Excellent <input type="checkbox"/> Competent <input type="checkbox"/> Poor <input type="checkbox"/> Not Applicable
Supervises operation, insisting on competent and efficient performance.	<input type="checkbox"/> Excellent <input type="checkbox"/> Competent <input type="checkbox"/> Poor <input type="checkbox"/> Not Applicable
Visibility within the district and its corresponding communities and associate schools to leverage relationships to ensure student success	<input type="checkbox"/> Excellent <input type="checkbox"/> Competent <input type="checkbox"/> Poor <input type="checkbox"/> Not Applicable
Knowledge of and experience in the legislative/political process including developing and maintaining relations with local, state and national legislative/political leaders	<input type="checkbox"/> Excellent <input type="checkbox"/> Competent <input type="checkbox"/> Poor <input type="checkbox"/> Not Applicable

D. Business and Finances:

Develops and manages an effective budgetary process with the treasurer.	<input type="checkbox"/> Excellent <input type="checkbox"/> Competent <input type="checkbox"/> Poor <input type="checkbox"/> Not Applicable
Supervises the effective expenditure of school funds.	<input type="checkbox"/> Excellent <input type="checkbox"/> Competent <input type="checkbox"/> Poor <input type="checkbox"/> Not Applicable
Evaluates the financial needs of the district.	<input type="checkbox"/> Excellent <input type="checkbox"/> Competent <input type="checkbox"/> Poor <input type="checkbox"/> Not Applicable

E. Personal Qualities

Promotes positive working relationship with member school districts.	<input type="checkbox"/> Excellent <input type="checkbox"/> Competent <input type="checkbox"/> Poor <input type="checkbox"/> Not Applicable
Devotes time and energy to do the job.	<input type="checkbox"/> Excellent <input type="checkbox"/> Competent <input type="checkbox"/> Poor <input type="checkbox"/> Not Applicable
Works to improve professional growth through participation in local, state and national organizations.	<input type="checkbox"/> Excellent <input type="checkbox"/> Competent <input type="checkbox"/> Poor <input type="checkbox"/> Not Applicable
Exercises good judgment in consensus decision making. A leadership style that builds a team environment and empowers and motivates	<input type="checkbox"/> Excellent <input type="checkbox"/> Competent <input type="checkbox"/> Poor <input type="checkbox"/> Not Applicable
Demonstrates high degree of poise, ethics, honesty, high ethical standards, integrity, open mindedness, professionalism, and judgment in a full range of activities.	<input type="checkbox"/> Excellent <input type="checkbox"/> Competent <input type="checkbox"/> Poor <input type="checkbox"/> Not Applicable

How long have you known the applicant? _____ What is your relationship with the applicant? _____

Do you know of any reason why the Board should not consider this applicant for the position of superintendent?
Yes ___ No ___ If yes, please state the reason(s) _____

General comments concerning the applicant and his/her abilities to serve as superintendent?

Name _____ Signature _____

Position title _____ Date _____

All reference forms must be received by April 4, 2014 in order for the candidate to be considered for the position.