

Virginia Department of Education
Division of Special Education and Student Services
Aspiring Special Education Leaders Academy
Cohort I: 2008-2009

Part III of Application Packet: Recommendation

Applicant's Name

Position & Work Location

Date

Supervisor Providing Recommendation: The above named applicant is applying to participate in the Aspiring Special Education Leaders Academy sponsored by the Virginia Department of Education (VDOE). Your recommendation should be given directly to the applicant who will add it to his/her application packet. Pending endorsement by the division superintendent or designee, the application packet will be submitted by the Superintendent's Office to VDOE for further consideration. The information that you provide in this recommendation will be reviewed by a steering committee appointed by VDOE to assist in guiding this leadership initiative and in selecting participants. Thank you for your assistance.

Please complete the rating scale below which is based upon standards for professional practice adapted from those identified by the Council of Exceptional Children. Use a scale of 1-5 to assess this candidate's skills (1 = weak, 5 = strong; use N/A if the area does not apply to this candidate).

Instructional Responsibilities	1	2	3	4	5	N/A
Applies professional expertise to ensure a quality education for students with disabilities						
Provides accurate data to administrators, colleagues, and parents based on objective record keeping for the purpose of decision making						
Management of Behavior	1	2	3	4	5	N/A
Participates with other professionals and with parents in an interdisciplinary effort in the management of behavior						
Relationships with Families	1	2	3	4	5	N/A
Seeks to develop relationships with families based on mutual respect for their roles in achieving benefits for students with disabilities						
Extends opportunities for family education utilizing accurate information and professional methods						
Seeks and uses family members knowledge and expertise in planning, conducting, and evaluating special education and related services for students with disabilities						
Recognizes and respects cultural diversities						
Advocacy	1	2	3	4	5	N/A
Serves as an advocate for students with disabilities by communicating in a variety of situations on their behalf.						
Teamwork	1	2	3	4	5	N/A
Functions as a member of an interdisciplinary team and provides consultation and assistance, where appropriate, to both general education and special educators as well as other school personnel serving students with disabilities						
Maintains effective interpersonal relations with colleagues and other professionals, helping them to develop and maintain positive and accurate perceptions about the special education profession						

Applicant's Name

Position & Work Location

Date

Using the space below, please comment on additional information that should be considered when reviewing this candidate's application particularly in the areas of communication skills and leadership potential:

Signature	Position & School/Work Location	Date

Return to:
H. Douglas Cox
Assistant Superintendent, Division of Special Education and Student Services
Virginia Department of Education
P.O. Box 2120
Richmond, VA 23218-2120