

##### Talent Pool Recommendation Form

# Introduction

The Maine Department of Education invites you to recommend distinguished educators who have demonstrated all of the following:

* Exceptional educational talent as evidenced by effective and innovative instructional practices and student learning results in the classroom and school;
* Exemplary educational accomplishments and leadership beyond the classroom that provide models of excellence for the profession;
* Individuals whose contributions to education are largely unheralded yet worthy of the spotlight;
* 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.

**Note:** This is a **confidential process**. Individuals should not be aware of this recommendation.

We are especially looking to expand the pool of **early- to mid- career educators,** however all are valued.

# Submission Process

Please download and complete the recommendation form for each recommended individual, including a one-page letter explaining how this person meets the specified criteria, as well as the person’s résumé. See pages 2-4 for questions asked in the recommendation form.

# Submission Checklist

Please use only as a reference, do not include with the recommendation.

| **Does the recommendation include:** | |
| --- | --- |
| 1. Ratings and/or thoroughly answered all questions? | Yes  No |
| 1. Three references for the educator, other than yours, that we can call and interview? | Yes  No |
| 1. An uploaded one-page letter demonstrating how the educator meets the specified criteria? | Yes  No |
| 1. An uploaded copy of the educator’s résumé? | Yes  No |

**In order to provide all recommendations with an equal opportunity, only responses that fit within the 500 word maximum will be accepted for review.** Incomplete recommendations will not be included for review.

For additional information, please contact:

Emily Gribben, Educator Effectiveness Coordinator

(207) 624-6748| [emily.gribben@maine.gov](mailto:emily.gribben@maine.gov)

# Talent Pool Recommendation Form

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| **Recommendation Information** | | | | | | | | | | | | | | | | | | | | | | | |
| **Name of Recommended Educator:** | | | | |  | | | | | | | | | | | | | | | | | | |
| Classroom Teacher  Principal  Other (specify): | | | | | | | | | | | | | | |  | | | | | | | | |
| **For teachers, grade(s) currently teaching:** | | | | | | |  | | | | | | **For principals, grade levels in building:** | | | | | | | | |  | |
| **Area(s) of Expertise (check all that apply):** | | | | | | | | | | | | | | | | | | | | | | | |
| Reading/English/Language Arts  Science  Mathematics  Social Studies  Fine Arts | | | | | | | | | | | | | | | | | | | | | | | |
| Foreign Language (please specify): | | | | | |  | | | | | | Other (please specify): | | | | | |  | | | | | |
| **Indicate Ethnicity of Educator being recommended:** | | | | | | | | | | | | | | | | | | | | | | | |
| White  Black or African American  Asian  Hispanic or Latino  Native American Indian or Alaskan Native  Native Hawaiian or Other Pacific Islander | | | | | | | | | | | | | | | | | | | | | | | |
| Other (please specify): | | |  | | | | | | | | | | | | | | | | | | | | |
| **Total years in education:** | | |  | | | | | **If a principal, number of years as an administrator:** | | | | | | | | | | | |  | | | |
| **Will this person be at the same school site next year?** | | | | | | | | | | | Yes  No | | | | | | | | | | | | |
| **School and District Information** | | | | | | | | | | | | | | | | | | | | | | | |
| **District Name:** | |  | | | | | | | | | | | | | | | | | **District Code:** | | | |  |
| **School Name:** | |  | | | | | | | | | | | | | | | | | **School Code:** | | | |  |
| **School Address:** | |  | | | | | | | | | | | | | | | **Telephone:** | |  | | | | |
| **Supervisor Information** | | | | | | | | | | | | | | | | | | | | | | | |
| **Name:** |  | | | | | | | | | | **Title:** | | |  | | | | | | | | | |
| **E-mail:** |  | | | | | | | | | | | | | | | | **Telephone:** | |  | | | | |
| **Education Information** | | | | | | | | | | | | | | | | | | | | | | | |
| **School** | | | | | | | | | **Degree** | | | | | | | | | | | | **Year of Graduation** | | |
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| **References Information**  Please list the names and phone numbers of three references other than you for the educator.  We will call and interview them. They should know the educator currently and very well. | | | | | | | | | | | | | | | | | | | | | | | |
| **Name** | | | | **Title** | | | | | | **Phone (Work)** | | | | | | **Phone (Personal)** | | | **E-mail** | | | | |
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| **Submitter Information** | | | | | | | | | | | | | | | | | | | | | | | |
| **Your Name** | | | | **Title** | | | | | | **Phone (Work)** | | | | | | **Phone (Personal)** | | | **E-mail** | | | | |
|  | | | |  | | | | | |  | | | | | |  | | |  | | | | |

# Narrative Responses

Rate educator from 1-10 (10 being highest) on the following four criteria (see drop box under *select rating*) and provide a paragraph for each rating (max 500 words for each response) to explain your rating. Please be detailed and thorough with examples whenever possible.

| **Select Rating** | 1. **Exceptional educational talent as evidenced by effective instructional and innovative practices and student learning results in the classroom and school.** |
| --- | --- |
|  | |

| **Select Rating** | 1. **Exemplary educational accomplishments and leadership beyond the classroom that provide models of excellence for the profession. Include committees, mentoring, news items, publications, presentations.** |
| --- | --- |
|  | |

| **Select Rating** | 1. **Strong long-range potential for professional and policy leadership including teacher leadership, mentoring. Predict the educator’s potential to remain in education for at least 25 more years and demonstrate and increase leadership impact in the profession.** |
| --- | --- |
|  | |

| **Select Rating** | 1. **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.?** |
| --- | --- |
|  | |

Provide additional supporting evidence for your recommendation (max 500 words for each response). Please be detailed and thorough, and use examples whenever possible.

| **Cite evidence of student achievement gains as a result of the educator’s practices:** |
| --- |
|  |

| **Cite awards the educator has received:** |
| --- |
|  |

| **Other comments:** |
| --- |
|  |

| **Submit completed recommendation forms, one-page recommendation letter, and résumé to: emily.gribben@maine.gov**  This is a confidential process. Individuals should not be aware of this recommendation. The Department of Education will follow up with the recommender upon receipt. |
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