

# **Southern Ohio Educational Service Center**

## **CONFIDENTIAL ADMINISTRATIVE REFERENCE FORM**

### **Wilmington City Superintendent Position**

**Instructions to Applicant:** Please complete name/date below and distribute confidential reference forms to three individuals who are familiar with your professional work.

#### **WAIVER STATEMENT**

I, the undersigned applicant, authorize the reference listed below to complete this reference form completely and confidentially. I specifically waive any right I might have to review this information.

**Signature of Applicant:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

By checking this box, I acknowledge that I have typed my signature and it will be used as my electronic signature for this form.

#### **INSTRUCTIONS TO PERSON COMPLETING THIS REFERENCE FORM:**

Please complete this reference form candidly and promptly, and send it directly to Southern Educational Service Center to arrive not later than **APRIL 2, 2026**. All responses will be held in strict confidence.

#### **Name and Position of person writing this reference:**

**Name** \_\_\_\_\_ **Position** \_\_\_\_\_

How long have you known the candidate? \_\_\_\_\_

What was your role during this time? \_\_\_\_\_

#### **Please rate the candidate using a 10-point scale:**

1,2-Unsatisfactory    3,4-Adequate    5,6-Average    7,8-Above Average    9,10-Superior

Professional competency \_\_\_\_\_      Goal setting & accomplishment \_\_\_\_\_

Public relation skills \_\_\_\_\_      Integrity \_\_\_\_\_

Common sense \_\_\_\_\_      Community involvement \_\_\_\_\_

Resourcefulness \_\_\_\_\_      Communication skills \_\_\_\_\_

Available/accessibility \_\_\_\_\_      Management skills \_\_\_\_\_

Curriculum Development \_\_\_\_\_      Decision-making skills \_\_\_\_\_

Knowledge of School finance \_\_\_\_\_      Respect and Caring for others \_\_\_\_\_

Ability to get along with staff and community \_\_\_\_\_      Knowledge of legislative and legal matters \_\_\_\_\_

Willingness to put in extra time \_\_\_\_\_      Ability to deal with adverse situations \_\_\_\_\_

Knowledge of collective bargaining \_\_\_\_\_      Knowledge of school building construction programs \_\_\_\_\_

Instructional program development \_\_\_\_\_      Ability to supervise, motivate, and evaluate personnel \_\_\_\_\_

