

# FLORIDA DEPARTMENT OF EDUCATION



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DPS: 2011-27

## MEMORANDUM

**TO:** Florida District School Superintendents  
Directors, University Research Schools  
President, Florida School for the Deaf and the Blind  
Assistant Director for Education and Job Training, Department of Corrections  
Florida District Program Staff Development Coordinators  
Florida District School Principals

**FROM:** Dr. Eric J. Smith

**DATE:** March 7, 2011

**SUBJECT:** 2011 Talent Pool Recommendations

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The State of Florida maintains a file of emerging classroom leaders that consists of a cadre of distinguished teachers and principals. These educators may be considered for membership on advisory boards and task forces, as well as candidates for special recognition programs. Your recommendations will identify educators who will be of great value to our community and state efforts. We would like to add names to our file of educators relatively new to the profession who demonstrate exceptional instructional and leadership ability. Such persons exhibit strong potential for professional leadership and an inspiring presence that impacts students, colleagues and the community.

I am sure you have had the opportunity to work with a relatively new educator who is illustrative not only of our state's, but the nation's best in teaching, often distinguishing him/herself above and beyond established top-quality professionals in many of our schools. At this time, we are seeking secondary (6-12) level classroom teachers with a minimum of five years of experience in education, who are recognized by peers and supervisors as unique in their professional growth. Principals and specialists who meet this criteria are also sometimes needed and can be recommendation as well. Previous recognition is not required. In fact, of special interest are educators who are outstanding, but have not yet been recognized for their talents.

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Please provide **CONFIDENTIAL**, succinct, and specific information regarding one to three candidates on the following form. All questions must be answered, preferably typewritten. Please include a one-page narrative with this form that addresses how the candidate meets the criteria mentioned in this letter, and also a resume from his/her personnel file. **We ask that you keep this recommendation confidential and do not share it with the individual.** I urge you to take the time to recommend candidates. If necessary, please assign the request to an associate. Complete information must be sent **by Friday, April 29, 2011**, to the following:

Talent Pool Recommendation  
Florida Department of Education  
325 West Gaines Street, Room 126  
Tallahassee, Florida 32399-0400  
[Bonita.Hampton@fldoe.org](mailto:Bonita.Hampton@fldoe.org)

Thank you for your assistance.

EJS/bh

Attachment

## **Talent Pool Recommendation Form**

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 in this letter. Please include a resume for each recommendation.

Incomplete forms will be eliminated from this process.

**THIS IS A CONFIDENTIAL PROCESS.**

**INDIVIDUALS SHOULD NOT BE AWARE OF THIS RECOMMENDATION.**

Name of Recommended Educator: \_\_\_\_\_

Classroom Teacher: \_\_\_\_\_ Principal: \_\_\_\_\_ Other: \_\_\_\_\_ (specify): \_\_\_\_\_

For teachers, grade(s) **currently** teaching: \_\_\_\_\_ For principals, school grade levels: \_\_\_\_\_

Reading/English/Language Arts: \_\_\_\_\_ Science: \_\_\_\_\_ Mathematics: \_\_\_\_\_ Social Studies: \_\_\_\_\_ Fine Arts: \_\_\_\_\_

Foreign Language: \_\_\_\_\_ (specify): \_\_\_\_\_ Other: \_\_\_\_\_ (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? \_\_\_\_\_

School District: \_\_\_\_\_ School Name: \_\_\_\_\_

School Address (street, city, state, zip): \_\_\_\_\_

School Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ School Fax: \_\_\_\_\_

Educator's Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Supervisor's Phone: \_\_\_\_\_ Ext: \_\_\_\_\_ Supervisor's Fax: \_\_\_\_\_

Supervisor's Email: \_\_\_\_\_