

FLORIDA DEPARTMENT OF EDUCATION



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MEMORANDUM

Contact Information:

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DPS: 2014-35

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

FROM: Pam Stewart

DATE: March 21, 2014

SUBJECT: 2014 Talent Pool Recommendations

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 to our list of educators 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 an educator who is illustrative of our state's and nation's best in teaching, and distinguishing himself/herself above and beyond established top-quality professionals in many of our schools. At this time, we are seeking elementary-level

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classroom teachers with five to 18 years of experience who are recognized by peers and supervisors as unique in their professional growth. Principals and specialists, who are within the first 10 years as an administrator, with no more than 20 total years in education, are also sometimes needed. Previous recognition is not required. In fact, of special interest are educators who are outstanding, but have not received other recognition.

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, May 23, 2014**, to the following:

Talent Pool Recommendation
Florida Department of Education
325 West Gaines Street, Room 126
Tallahassee, Florida 32399-0400

Thank you for your assistance.

PS/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, grade levels in building: _____

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: _____
Name

_____ Title

Supervisor's Phone : _____ Ext: _____

Supervisor's Fax: _____

Supervisor's Email: _____

RATE educator from 1-10 (10 being highest) on the following four criteria and provide a paragraph to explain your rating. Be detailed and thorough, with examples whenever possible.

1. _____ Exceptional educational talent as evidenced by effective instructional practices and student-learning results in the classroom and school.

2. _____ Exemplary educational accomplishments beyond the classroom that provide models of excellence for the profession. Include committees, mentoring, awards, publications, presentations.

3. _____ Strong, long-range potential for professional and policy leadership, i.e., predict the educator's potential to remain in education **for at least 25 more years** and demonstrate leadership in the profession.

4. _____ 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.?

Cite evidence of student achievement gains as a result of the educator's practices:

Cite awards the educator has received:

Other comments:

Education

Schools Attended / Degrees / Graduation Years

Indicate ethnicity of educator being recommended:

White Black or African American
 Asian Native American Indian or Alaska Native
 Hispanic or Latino Native Hawaiian or Other Pacific Islander
 Other (please specify): _____

Please list the names and phone numbers of three **professional** 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 (W)	Phone (H)	Email
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
YOUR Name	Title	Phone (W)	Phone (H)	Email

Return completed letter(s) and form(s) to:
Talent Pool Recommendation
Florida Department of Education
325 West Gaines Street, Room 124/126
Tallahassee, Florida 32399-0400
by **Friday, May 23, 2014**