L.E.A.D. Academy

Aspiring Leadership Program   
(Teacher Leader/County Level Leaders)  
Reference Form

Applicant \_\_\_\_\_\_\_Dr. Gretchen Jones Torbert\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name of Reference: \_\_Ms. Kim Rhodes\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Telephone: (678)\_\_676-3502\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
School Name/Department: Assistant Principal, Redan Elementary School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Principals/Department Supervisors:  
 Your evaluation and completion of this reference form is a critical component of the selection process   
for this applicant. Thank you, in advance, for taking time to answer the questions completely and   
candidly to assist the selection team in determining the strongest candidates. Please note that space in the Aspiring Leadership Program is limited and that recommended candidates need to be highly qualified.

**Completed reference forms must be submitted to** [**mmauriello@rockdale.k12.ga.us**](mailto:mmauriello@rockdale.k12.ga.us) **no later than 4:00 p.m. on May 27, 2016.** Information contained in this reference form is confidential and will not be shared with the candidate.

Please use the scale below to rate your overall evaluation of this applicant by circling the appropriate rating.

|  |  |  |  |
| --- | --- | --- | --- |
| Exemplary | Proficient | Needs Development | Ineffective |
| 10 9 | 8 7 6 | 5 4 3 | 2 1 |

Describe the three most notable strengths and three areas of growth for this applicant.

Strengths: Professional, Diligent, and Collaborative. Regardless of the scenario, Dr. Torbet has always handled herself in the most professional capacity with students, teachers, and parents. She is extremely hard working and completes all task with excellence and on time. One of Dr. Torbert’s greatest strengths is her ability to work collegially with her peers. She is a great inspiration, positive and has the outstanding ability to “rally the team” to complete tasks.

Growth Areas: Honestly, there is one area for growth and that is Dr. Torbert’s taking on any task. At times she will take on extra projects and tasks when she really needs to speak up and say no. Granted she manages to complete them all on time and with excellence but I think it would behoove her to learn the art of delegation.

Do you believe the applicant has the strong potential of becoming an assistant principal or county office coordinator in the future? Explain. Definitely! While working closely with me, Dr. Torbert took charge of some of my tasks and executed them in a timely manner. She has the skill set and execution that do not require checking behind her to ensure completion or excellence in the job required.

If you had to take an emergency leave from your school/department, would you recommend the applicant to assume a leadership position in your building or department? Please explain. Yes. There were multiple times through the year that Dr.Torbert took the lead in many capacities and handled every unique situation with a calm, professional demeanor. All tasks were completed and offered an invaluable amount of “peace of mind” currency that is in demand at the school level.

How has the applicant sought out and successfully completed leadership roles in your building or department? Please explain. She has taken on many responsibilities and asked for more. Dr Torbet enjoys honing her skill set as well as learning new skills in the job setting. The wide range of her talents and rapport with parents, students and colleagues only bolsters her skill set in every role she has taken.

How would you describe the applicant’s interpersonal skills? Please describe how the candidate interacts with parents, students, and colleagues. I have never found one person to speak ill of Dr. Torbert. She has a high energy that combined with her positive attitude and passion for education has benefited our school tremendously. She has an exceptional skill set when it comes to de-escalating situations and the innate ability to leave one feeling as if Dr. Torbert is your new friend.

Thinking about the assistant principals/county level administrators you have worked with in your career, how does this applicant compare?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Top 5% | Top 10% | Top 25% | Top 50% | Bottom 50% |

If you selected top 5%, top 10% or top 25%, please explain. Include in your explanation what differentiates the applicant from his/her peers. Dr. Torbet’s skill set to multi-task and push beyond the norm when completing tasks, inter-personal skills, and providing excellence in any given situation. She is a natural leader and her exceptionally positive attitude combined with a desire to achieve excellence in all that she does sets her far ahead of any competition.

Other comments: Dr. Torbert is the living version of what is read in our leadership journals and publications. She is a motivator, diligent and passionate about education. Dr. Torbet would be an exceptional candidate for your program!

Signature \_\_\_\_Ms. Kim Rhodes\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_5/24/2016\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_