

Letter of Recommendation for Sunny Story Scholarship

Kirkwood Community College

To be completed by an education professional who has supervised or directed the work of the applicant named below in his/her work as a paraeducator in a K-12 school. To submit this completed letter of recommendation:

- **Option 1:** Type directly within this document if you have accessed it online, save it as either a .doc, .docx, or .rtf file with the name of the candidate in the document title (such as “Jane Doe – Sunny Story letter of recommendation”), and send it as an email attachment to doug.van.oort@kirkwood.edu
- **Option 2:** Type directly within this document and print it, or print the form and then handwrite your responses. Mail to:
Doug Van Oort, Paraeducator Certification Coordinator
Kirkwood Community College
6301 Kirkwood Blvd SW
Cedar Rapids, IA 52404

The applicant named below is applying for the Sunny Story Scholarship awarded by Kirkwood Community College each semester to an individual who:

- Is currently employed as a paraeducator or has been in the past;
- Demonstrates the dispositions or qualities of an effective paraeducator;
- Has a goal of improving skills and understandings that relate to working as a paraeducator;
- Has a goal of acquiring one or more of the levels of Iowa paraeducator certification; and
- Has financial need that presents a challenge to paying for college tuition and textbook.

Note: This recommendation form will NOT be shared with the applicant.

Name of Applicant	
Your Name (Person Completing This Recommendation)	
Capacity in which you have supervised or directed the work of the applicant in his/her work with children or youth in a K-12 school (as a principal, teacher, other licensed school professional)	
Dates and Total Length of Time you supervised or directed the applicant’s work with children or youth.	
School in which you supervised or directed the applicant’s work.	

Rate the applicant in the categories below using the following scale:

1 = Strongly Agree 2 = Agree 3 = Disagree 4 = Strongly Disagree N = Not sure

	Rating	Comments (optional)
Caring: The applicant demonstrates empathy, compassion, the ability to build appropriate relationships with students, respect, enthusiasm, acceptance of differences, and cultural competence.		
Communication: The applicant is aware of and responsive to student needs, collaborative with co-workers, and communicates important information when needed.		
Creative: The applicant is flexible & adaptable, able to think of & apply effective solutions within the job description, and able to positively manage stressful situations.		
Critical: The applicant is open-minded, reflective, self-motivated, demonstrates initiative, and puts needs of students above own ego.		
Competent: The applicant has the basic skills & understandings to effectively support students & teachers.		
Supports a safe, positive learning environment: The applicant effectively supports both educators and students to make the learning environment safe & positive.		
Supports student development: The applicant effectively supports both educators and students in the students' academic, physical, social, emotional, & behavioral development.		
Promotes professional relationships & teamwork: The applicant promotes positive relationships with co-workers & supervisors, works effectively with supervising teachers & others in authority, and accurately & efficiently follows directions from supervisors.		
Professional: The applicant demonstrates ethical behavior, dependability & punctuality, work ethic, professional appearance, responsibility, and confidentiality.		

Check the statement you most agree with:

I recommend the applicant for the Sunny Story Scholarship.

I do NOT recommend the applicant for the Sunny Story Scholarship.

Optional: Feel free to share below any other information, such as examples that illustrate reasons the applicant is deserving of this scholarship or specific challenging circumstances the applicant has overcome or faced.

--

Signature of Person Completing This Recommendation	
Date	