



ESSA RUBRIC FORM

DEPARTMENT OF EDUCATION
Office of Human Resources
HQT Section
P.O. Box 2360 Honolulu, HI 96804

This form must be accompanied by the "HQ Documentation Coversheet" (Form DOE OHR 700-001) and all necessary documentation/evidence. All documentation must be clearly identified and labeled.

I. EMPLOYEE INFORMATION

Name: _____ Employee ID: _____
Last First M.I.

II. LAST EES RATING: _____ Date: _____

III. CONTENT - MINIMUM 70 POINTS REQUIRED

Content must be within the field of discipline in which the teacher seeks certification.

PROFESSIONAL DEVELOPMENT

Teaching Experience in Content Area (Principal verification via signature on Form DOE OHR 700-001)

Experience must be within the past 5 years.

School Year	School	State	Content Area (e.g., English, math, science)	# of Years (max 3 yrs)	Pts Per Year	# of years x 5 Total Points (max 15 pts)
					5	
					5	
					5	
						Section Subtotal

Higher Education Course Credit at an accredited institution

Undergraduate credit = 4 pts per semester credit or 2.67 pts per quarter credit. Graduate credit = 5 pts per semester or 3.33 per quarter.

Total # of HQ points per eHR for HQ Status Report (obtained by principal or designee)	
*Additional HQ points not reflected on eHR for HQ Status Report	
Total estimated # of HQ points	

*Additional credits must be verified. Please submit completed "HQ Content Area Course Identification Form" (DOE OHR 700-003) and official transcripts.

Pre-requisites for Content Area (Community College or equivalent level courses under 100 level)

ATTACH OFFICIAL TRANSCRIPT(S)

College	Course #	Course Name	Date	Points per Course	Total Points (max 10 pts)
<i>Sample - Hawaii Community</i>	<i>Math 024</i>	<i>Elementary Algebra I</i>	<i>Fall 2001</i>	5	
				5	
				5	
					Section Subtotal

Professional Development in Content Area - DOE HQT professional development credit through PDE³

ATTACH DOE COURSE COMPLETION DOCUMENTS (Maximum 6 points allowed per course)

Date of PD	Course # and Section#	PDE ³ Course Title	# of Credits	Points per Credit	Total Points (max 36 pts)
			3	2	
			3	2	
			3	2	
			3	2	
					Section Subtotal

Professional Development in Content Area - Workshops, In-services, Conferences

Five (5) points per event. Must be content-area focused (excluding methods, instructional strategies, and pedagogy).

ATTACH AGENDA AND EVIDENCE OF ATTENDANCE

Date of PD	PD Course # and Section #	Title	Presenter/Organization	Points per Event	Total Points (max 10 pts)
				5	
				5	
				Section Subtotal	

Awards, Presentations, Publications in Content Area - ATTACH DESCRIPTION AND EVIDENCE

Date of Award, Presentation, Publication	Title of Award, Presentation, or Publication	Points per item	Total Points (max 10 pts)
		5	
		5	
		Section Subtotal	

Standardized Exam in Content Area

Five (5) points for a passing score on a standardized content exam. Exam must have been taken within the last five years.

ATTACH A COPY OF SCORE REPORT

Date of Test	Name of Exam	Points	Total Points
		5	
		Section Subtotal	

Total Content Points: _____

IV. PEDAGOGY - MINIMUM 5 POINTS REQUIRED

Pedagogy is defined as methods related to curriculum and instruction such as standards-based instruction, assessment, and grading. Pedagogy should include content-specific methods.

Higher Education Methods Course in Content Area

One (1) point per 3 credit course.

ATTACH OFFICIAL TRANSCRIPT(S)

College	Course #	Course Name	Date	Points per Course	Total Points (max 5)
				1	
				1	
				1	
				Section Subtotal	

Higher Education Credits in Education/Pedagogy/Curriculum and Instruction

One (1) point per 3 credit course.

ATTACH OFFICIAL TRANSCRIPT(S)

College	Course #	Course Name	Date	Points per Course	Total Points (max 5)
				1	
				1	
				1	
				Section Subtotal	

PDE³ Credits in Content Specific Pedagogy

One-half (.50) point per course.

Date of PD	Course # and Section#	PDE ³ Course Title	Points per Course	Total Points (max 5)
			.50	
			.50	
			.50	
			.50	
			.50	
			Section Subtotal	

PDE³ Pedagogy Credits in Non-Content Area

One-half (.50) point per course.

Date of PD	Course # and Section#	PDE ³ Course Title	Points per Course	Total Points (max 5)
			.50	
			.50	
			.50	
			.50	
			.50	
			Section Subtotal	

Workshops or National Conferences in Content Specific Pedagogy

One (1) point per workshop.

Date of PD	PD Course # and Section #	Title	Presenter/Organization	Points per Workshop	Total Points (max 5)
				1	
				1	
				1	
				Section Subtotal	

Total Pedagogy Points: _____

V. TOTAL POINTS EARNED (75 POINTS REQUIRED) _____

VI. TEACHER AND PRINCIPAL VERIFICATION

Teacher Signature: _____

Date: _____

MM/DD/YYYY

Principal Signature: _____

Date: _____

MM/DD/YYYY