



# ESSA RUBRIC FORM

DEPARTMENT OF EDUCATION  
Office of Talent Management  
EQ Section  
P.O. Box 2360 Honolulu, HI 96804

This form must be accompanied by the "HQ Documentation Coversheet" (Form DOE OTM 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 OTM 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	
<b>Section Subtotal</b>						

**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.

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

\*Additional credits must be verified. Please submit completed "HQ Content Area Course Identification Form" (DOE OTM 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	
<b>Section Subtotal</b>					

**Professional Development in Content Area - DOE HQT professional development credit through PDE<sup>3</sup>**

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

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

**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	
				<b>Section Subtotal</b>	

**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	
		<b>Section Subtotal</b>	

**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	
		<b>Section Subtotal</b>	

**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	
				<b>Section Subtotal</b>	

**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	
				<b>Section Subtotal</b>	

**PDE<sup>3</sup> Credits in Content Specific Pedagogy**

One-half (.50) point per course.

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

**PDE<sup>3</sup> Pedagogy Credits in Non-Content Area**

One-half (.50) point per course.

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

**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	
				<b>Section Subtotal</b>	

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