



**HAWAII DEPARTMENT OF EDUCATION**  
**ESSA Highly Qualified Teacher**  
**ESSA Rubric Reference Guide**  
**School Year 2024-25**

The table below identifies how teachers may earn points for completed professional development, identifies the documentation required, and the point system. The examples should be used to guide the teacher and principal in determining applicable professional development activities. **The ESSA Rubric may only be used by teachers who are licensed in Hawaii and have an “effective” or better teacher performance rating.**

### ESSA Rubric Reference Guide

Content Specific Professional Development – Minimum of 70 Points Required		
Teaching Experience in the Content Area		
Description	Point Value	Examples of Documentation
Contracted teaching experience at a K-12 public school or private school in the elementary curriculum or content area. Experience may be either in-state or out-of-state, but must be within the past five years.  Academic content instructor at an institution of higher education.  <i>Note re Social Studies: Experience teaching history, economics, geography, or civics can be used for all social studies areas.</i>	5 points for each year of experience in the content area.  <i>Maximum of 15 points (3 years)</i>  <i>Note: A full year equals two semesters. One semester equals 2.5 points.</i>	K-12 instruction: Principal verification via signature on Form DOE OTM 700-001  College level instruction: Verification letter from institution <b>or</b> completed DOE OTM 700-008 – Verification of Academic Content Instructor at Institution of Higher Learning
Professional Development in the Content Area		
Description	Point Value	Examples of Documentation
For middle/high classes: College coursework* in the content area (not education credits or pedagogy)	Undergraduate credit = 4 points per semester credit or 2.67 points per quarter credit.  Graduate credit = 5 points per semester credit or 3.33 per quarter credit.	Official transcript from an accredited institution of higher education
For elementary: College coursework* in areas of the elementary curriculum (English/language arts [including reading and writing], mathematics, science, civics/government, economics, geography, history, and art)	Undergraduate credit = 4 points per semester credit or 2.67 points per quarter credit.  Graduate credit = 5 points per semester credit or 3.33 per quarter credit.	Official transcript from an accredited institution of higher education

\*Courses must be equivalent to courses numbered 100 or above, earned at an accredited college or university, and allowed as part of a degree program

<b>Description</b>	<b>Point Value</b>	<b>Examples of Documentation</b>
Completed college course numbered below the equivalent of 100 in the content area	5 points per course <i>Maximum of 10 points</i>	Official transcript from an accredited institution of higher education
Completed qualifying professional development course designated by DOE as HQT eligible through PDE <sup>3</sup>	3 credits x 2 points (not to exceed 6 HQ points per course)  Beginning 7/1/2017, HOUSSE points will no longer be accepted; points will be awarded using the calculation above.  <i>Maximum of 36 points</i>	Completion of courses verified on PDE <sup>3</sup> transcript
Attended workshops, in-services, and national conferences in the content area (example: PRAXIS preparation workshop).  Each event must be the equivalent of one day; anything less than one day will be prorated.	5 points per event  <i>Maximum of 10 points</i>	Course description or agenda <i>and</i> certificate of completion or other evidence of attendance
<b>Awards, Presentations, Publications in the Content Area</b> (maximum 10 points allowed)		
<b>Description</b>	<b>Point Value</b>	<b>Examples of Documentation</b>
National and state teacher award	5 points	Copy of official documentation indicating award
Content presenter at a district, complex, state, or national level conference	5 points	Copy of program or agenda
Grant recipient for activities in the content area	5 points	Copy of grant letter
Content area presenter at local in-service or workshop	5 points	Copy of program or agenda
Content article published in regional, state, or national journal	5 points	Copy of published article
Passing score on standardized content exam (e.g. GRE subject exam or content exam required in another state for licensure)	5 points; exam must have been taken within the last 5 years	Copy of score report

**Pedagogy – Minimum of 5 Points Required**

Description	Point Value	Examples of Documentation
<p>Completed college methods course in the content area that demonstrates understanding of one area within a discipline</p> <p>Course must be grade level specific (e.g. methods course focused on secondary level for teachers seeking HQ status at the secondary level)</p>	1 point per 3 credit course	Official transcript from an accredited institution of higher education
<p>Completed college course in education/pedagogy/curriculum and instruction that demonstrates understanding of a specific pedagogy or theory of education (generic courses not focused on a specific content area)</p>	1 point per 3 credit course	Official transcript from an accredited institution of higher education
<p>Completed PDE<sup>3</sup> course in content specific pedagogy (e.g. social studies, science, math, art, ELL, SPED)</p> <p>Course must be grade level specific (e.g. methods course focused on secondary level for teachers seeking HQ status at the secondary level)</p>	.50 points per course	Completion of course verified on PDE <sup>3</sup> transcript
<p>Completed PDE<sup>3</sup> course in a non-content area (e.g. instructional strategies, standards) that addresses general/foundational pedagogy not specific to a content area</p>	.50 points per course	Completion of courses verified on PDE <sup>3</sup> transcript
<p>Attended workshop or national conference in content specific pedagogy</p>	1 point per workshop or conference	Course description or agenda <i>and</i> certificate of completion or other evidence of attendance