HAWAI'I CERTIFICATION INSTITUTE FOR SCHOOL LEADERS PRINCIPAL CERTIFICATION PROGRAM PRINCIPAL/SUPERVISOR RECOMMENDATION FOR SCHOOL YEAR 2025-2026

Applicant's Name (Print):				
	Last	First	M.I.	
Number of years I have so	upervised this applicant: _			

The Principal/Supervisor endorsement serves as an assessment of the applicant's readiness and capacity for principalship.

DIRECTIONS: This form is to be completed by the applicant's current Principal/Supervisor.

Using the Principal LOOK FORs (Attachment 4), indicate the applicant's full scope of readiness for principalship based on the Principal Readiness Rubric listed below. Evidence to support each rating should be specified.

If the overall assessment of the applicant's readiness for Hawai'i Certification Institute for School Leaders (HICISL) Principal Certification Program and his/her Principalship potential is less than two (2) on the Principal Readiness Rubric, the applicant is encouraged to obtain constructive feedback and seek additional leadership opportunities to strengthen his/her leadership.

The Principal/Supervisor may decline to complete the Principal/Supervisor Recommendation Form until the applicant's overall readiness level is satisfactory.

Principal Readiness Rubric			
1	2	3	4
Limited or no evidence of applying experience, knowledge, and/or dispositions of school leadership.	Demonstrates evidence of applying experience, knowledge, skills, and/ or dispositions of school leadership to impact individuals, targeted groups and/or circumstances.	Demonstrates consistent evidence of applying experience, knowledge, skills, and dispositions of school leadership to individuals, targeted groups, circumstances to impact school improvement.	Consistently integrates his/her experience, knowledge, skills, and dispositions of school leadership to lead and impact school improvement.

STANDARD 1: Keeping a clear focus on student learning, growth, and achievement at all times.

- Shared Vision
- Instructional Leadership
- Develops an Effective School Improvement Plan
- Data Informed Decision Making
- Systems Thinking
- Systems of Support that Inspire Change and Leads to Growth and Improvement
- Department Expectations

Overall Standard 1 Rating	
Evidence to support rating:	

STANDARD 2: Advocating, nurturing, and sustaining a school culture and instructional program that is conducive to student learning and staff professional growth.

- Instructional Improvement Cycles
- Instructional Leadership
- Develops and Maintains a Positive School Culture

Overall Standard 2 Rating	
Evidence to support rating:	

STANDARD 3: Implements effective and efficient organization, operation, and resource systems for an optimal learning environment.

- School Campus/Facilities
- Operations
- Department Procedures and Policies Related to Operating a School

Overall Standard 3 Rating	
Evidence to support rating:	

STANDARD 4: Engaging the community in a meaningful, culturally responsive environment.

• Community Awareness

• Community Partners

• Effective Communication

Overall Standard 4 Rating	
Evidence to support rating:	

STANDARD 5: Regularly examines decisions and actions while maintaining high ethical standards.

- HIDOE Code of Conduct, Profile of an Effective School Leader and Hawai'i Adapted Framework for Teaching
- Reflective Practice
- Models Integrity, Fairness, and High Ethical Standards on a Consistent Basis
- Reflects on Practice and Decision-Making and Learns from Experiences

Overall Standard 5 Rating	
Evidence to support rating:	

Note: When completing this form digitally, use of Adobe Acrobat Reader or Pro is Recommended

STANDARD 6: Understanding, responding to, and advocating within the political, social, economic, legal, and cultural context.

- Laws Governing Education
- Political Structures that Affect Education

Overall Standard 6 Rating	
Evidence to support rating:	

Note: When completing this form digitally, use of Adobe Acrobat Reader or Pro is Recommended Additional Principal/Supervisor Comments:	Attachment 5
☐ I have discussed the full scope of Principal readiness and commitment to the P	rincipalship with
the applicant.	
I recommend the applicant named on Page1 for the HICISL Principal Co Program.	ertification
I do not recommend the applicant named on Page1 for the HICISL Prince Program at this time.	cipal Certification
Principal/Supervisor Name:	
Position/Title:	
School/Office:	
Signature: Date:	