

NOTE: When completing this form digitally, recommended use of Adobe Acrobat Reader or Pro

HAWAI'I CERTIFICATION INSTITUTE FOR SCHOOL LEADERS PROGRAM LEADERSHIP POTENTIAL FORM FOR APPLICATION 2025 PRINCIPAL RECOMMENDATION FOR SCHOOL YEAR (SY) 2025-2026

Applicant's Name (Print) _____
Last
First
M.I.

Number of years I have supervised this applicant: _____ (see directions if less than 6 months)

PURPOSE: The Principal/Supervisor recommendation serves as an assessment of the applicant's readiness and capacity for school administration.

DIRECTIONS: This form is to be completed by the applicant and the applicant's current Principal. If the applicant is not a school-based teacher, the supervisory Educational Officer shall fulfill the responsibility of the recommending Principal. If the working relationship is less than six (6) months or the current Supervisor is not a certified school administrator, the applicant must have an additional form completed by his/her most recent supervising Principal. If the previous Principal/Supervisor is not available, the Complex Area Superintendent (CAS) may designate an Educational Officer knowledgeable about school level administration and who is familiar with the applicant to complete the form.

1. Both the applicant and the Principal/Supervisor should review and discuss the Hawai'i Certification Institute for School Leaders (HICISL) Vice Principal (VP) Certification Program Look Fors (Attachment 4) for the dispositions, knowledge, and skills expected of applicants prior to completing this form.
2. Applicants should self-evaluate and prepare the narrative of evidence for each statement prior to the principal completing the rating and meeting with the applicant.
3. The Principal/Supervisor should consider the narrative of the applicant then edit, add to or create a new evidence narrative to support each rating. The evidence should be detailed, specific, and clearly aligned to the standard indicators.
4. For each statement, the Principal will indicate his/her rating of the applicant's readiness level based on the readiness indicators on the HICISL VP Certification Program Look Fors (Attachment 4) document and the rubric below.
5. If the rating is less than a three ("3") for a specific standard indicator, the applicant is encouraged to obtain feedback and additional leadership experience prior to applying to the HICISL Program.

The Principal/Supervisor may decline to complete the Leadership Potential Form until the applicant's overall readiness level and growth potential is satisfactory.

Leadership Readiness Rubric					
1	2	3	4	5	6
Limited or no evidence of knowledge or dispositions of a school leader.	Minimal evidence of experience, knowledge, skills, or dispositions of a school leader.	Demonstrates evidence of applying experience, knowledge, skills, and/or dispositions of a school leader to impact the classroom or school/work setting.	Consistently demonstrates evidence of applying experience, knowledge, skills, and dispositions of a school leader to impact the classroom or school/work setting.	Consistently demonstrates evidence of applying experience, knowledge, skills, and dispositions of a school leader to impact school improvement.	Integrates leadership experience, knowledge, skills, and dispositions to lead and impact school improvement.

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

The applicant is a champion of the school's vision, is student focused and holds self and others accountable for the learning growth and achievement of all students.

Rating: _____

Evidence of actualizing the school's vision, academic plan goals and being student learning focused during the SY 2025-2026 school year. Include evidence of directly supporting student success.

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

The applicant nurtures and sustains a culture of collaboration, trust, learning, and high expectations to create a comprehensive, rigorous, and coherent curricular program for student success.

Rating: _____

Evidence of quality instructional practices leading to academic success for all students. Include collaboration with colleagues focused on student learning.

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

The applicant leverages relevant budgets, schedules, facilities, and systems to support student learning.

Rating: _____

Evidence of the ability to maximize resources to support student learning and/or school improvement.

This includes the applicant's ability to comply with daily operational duties: attendance and participation at meetings/PD, responding to emails, completing paperwork, optimal use of resources, supervision of students, money collection and/or resource management, etc.

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

The applicant builds and sustains positive relationships with families, caregivers, and community partners.

Rating: _____

Evidence of practices to build relationships and engage families and/or community stakeholders to support school or classroom initiatives.

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

The applicant regularly and accurately reflects on his/her own strengths and growth areas, seeks feedback, and takes action to improve.

Rating: _____

Evidence of accurate self-reflection and holding him/herself accountable for the improvement of his/her own practices based on the reflection.

The applicant considers the potential moral and legal consequences of decisions, exhibiting honesty, integrity, and ethical decision-making to promote student success.

Rating: _____

Provide evidence of the applicant's integrity and/or ethical decision-making in the face of a challenge or difficult situation.

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HICISL VP Interns are expected to successfully complete all HICISL requirements, including a residency in a new school setting. Consider the following dispositions:

- Maintains high expectations of self and others (including meeting deadlines);
- Clearly communicates;
- Demonstrates honesty and integrity at all times;
- Demonstrates courage and willingness to take risks;
- Demonstrates perseverance, flexibility, and tolerance for ambiguity;
- Is an efficacious, collaborative, continuous learner; and
- Takes ownership of and responsibility for situations.

Rating: _____

Evidence of the ability to fulfill all expectations, lead while adapting to new situations, and demonstrate integrity under challenging conditions.

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OVERALL LEADERSHIP READINESS

Based on your ratings and evidence, assess the applicant's overall readiness by checking the appropriate box below. If the OVERALL rating is less than a four ("4"), the applicant is encouraged to seek additional leadership experience prior to submitting the application. The Principal/Supervisor may decline to complete the Leadership Potential Form until the applicant's overall readiness level and growth potential is satisfactory.

Overall Leadership Readiness Rubric					
1	2	3	4	5	6
Limited to no readiness or potential for school leadership.	Limited readiness for school leadership.	Some evidence of leadership readiness and potential to impact the classroom or school/work setting	Demonstrates leadership readiness as evidenced by application of experience, knowledge, skills, and dispositions to impact the classroom or school/work setting.	Consistently demonstrates leadership as evidenced by application of experience, knowledge, skills, and dispositions to impact school improvement.	Integrates experience, knowledge, skills, and dispositions of leadership to lead and impact school improvement.

Overall Rating: _____

Regardless of your current situation, would you be willing to select the applicant as your Vice Principal and colleague? _____ Yes _____ No

Additional Comments:

Principal/Supervisor:

I have discussed the applicant's readiness and commitment to the profession of school administration and have conferred with him/her regarding these ratings. I recommend this applicant for the HICISL program.

Principal/Supervisor's Name: _____

Position/Title: _____ School/Office: _____

Principal/Supervisor's Signature: _____ Date: _____

Complex Area Superintendent (CAS)/State Level Supervisor:

I have reviewed the completed Leadership Potential Form above and discussed the applicant's readiness for school administration with both the applicant and supervising Principal and I concur with these ratings.

Name: _____ Complex Area/Office: _____

CAS's/State Level Supervisor's Signature: _____ Date: _____