

Hawai'i Teacher Standards Board
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DOCUMENTATION OF MEETING HTSB SCHOOL LIBRARIAN PERFORMANCE STANDARDS FOR LICENSE RENEWAL

1. DIRECTIONS

Complete and sign this form. Upload this completed form to the Documents tab of your HTSB Profile.

2. PERSONAL INFORMATION

HTSB ID from your My Profile tab in your online record _____ Last 4 digits of SS # XXX-XX- _____

_____ Last name _____ First name _____ MI _____

Statement of Affirmation:

I hereby affirm that the information contained in this form is true and accurate. I understand that misrepresentation or falsification is grounds for the Hawaii Teacher Standards Board to deem me in non-compliance with meeting renewal requirements. My license status may change, and the Board may impose other disciplinary sanctions.

Applicant signature _____ Date _____

3. AUTHORIZED ADMINISTRATOR OF EPP TO COMPLETE THIS SECTION

- The Hawai'i Performance Standards for school librarians are listed in the following table in column one.
- The second column lists examples of professional growth activities that could be used to meet the standard.
- The third column provides examples of documentation that can be used for meeting the standard.
- Check off the documents you are using for verification that you meet the standards.

| Standard | The following activities meet each standard individually. | Suggested Documentation |
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| <p>STANDARD 1: Teaching for Learning</p> <ul style="list-style-type: none"> • School librarians are effective teachers who demonstrate knowledge of learners and learning. • Model and promote collaborative planning, instruction in multiple literacies, and inquiry-based learning, enabling members of the learning community to become effective users and creators of ideas and information. | <p>Suggested Professional Activities:</p> <p>Suggested Activity 1a: Align library program with 21st-century skills and content as well as current state standards.</p> | <p>Suggested Evidence:</p> <p>Suggested Evidence for Activity 1a:</p> <p><input type="checkbox"/> Curriculum maps/plans aligned with the Standards for the 21st-Century Learner and the Common Core State Standards OR <input type="checkbox"/> Assessments of student learning</p> |
| | <p>Suggested Activity 1b: Infuse multiple literacies (e.g., information, visual, technology) within content-area Instruction.</p> | <p>Suggested Evidence for Activity 1b:</p> <p><input type="checkbox"/> Curriculum maps OR <input type="checkbox"/> Unit and lesson plans</p> |
| | <p>Suggested Activity 1c: Collaborate with teachers to integrate information and instructional technology into all curricular areas.</p> | <p>Suggested Evidence for Activity 1c:</p> <p><input type="checkbox"/> Meeting minutes OR <input type="checkbox"/> Documents completed by the workgroup OR <input type="checkbox"/> Collaboration forms</p> |
| | <p>Suggested Activity 1d: Participate in school-level professional learning communities.</p> | <p>Suggested Evidence for Activity 1d:</p> <p><input type="checkbox"/> Meeting notes OR <input type="checkbox"/> Improvement plans OR <input type="checkbox"/> Data to show increased student learning or enhanced teaching practices</p> |
| | <p>Suggested Activity 1e: Participate in professional organizations to promote 21st-century teaching and learning concepts and strategies.</p> | <p>Suggested Evidence for Activity 1e:</p> <p><input type="checkbox"/> Meeting notes OR <input type="checkbox"/> Samples of completed activities</p> |

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| <p>STANDARD 1: Teaching and Learning</p> <p><i>Continued</i></p> <ul style="list-style-type: none"> They design and implement instruction that engages students’ interests and develops their ability to inquire, think critically, gain and share knowledge. | <p>Suggested Activity 1f: Participate in professional development activities such as courses, workshops, conferences, seminars, symposia, and in-service training relating to curriculum and student learning.</p> | <p>Suggested Evidence for Activity 1f:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Evidence of participation in professional development activity OR <input type="checkbox"/> Course completion verification OR <input type="checkbox"/> Facilitator OR <input type="checkbox"/> Assignments or reflection papers |
| <p>STANDARD 2: Literacy and Reading</p> <ul style="list-style-type: none"> School librarians promote reading for learning, personal growth, and enjoyment. They use a variety of strategies to reinforce classroom reading instruction to address the diverse needs and interests of all readers. | <p>Suggested Activity 2a: Conduct “read alouds” or other reading programs in the library.</p> | <p>Suggested Evidence for Activity 2a:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Reading lists OR <input type="checkbox"/> Promotional flyers OR <input type="checkbox"/> Lesson and/or unit plans OR <input type="checkbox"/> Letters to parents OR <input type="checkbox"/> Assessments of activities OR <input type="checkbox"/> Samples of student work |
| | <p>Suggested Activity 2b: Plan and implement school-wide literacy events to promote the importance of reading, e.g., establish library book clubs.</p> | <p>Suggested Evidence for Activity 2b:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Program schedules and plans OR <input type="checkbox"/> Promotional flyers OR <input type="checkbox"/> Student logs OR <input type="checkbox"/> Certificates or badges |
| | <p>Suggested Activity 2c: Participate in state and/or national reading promotion programs (e.g., Nene award, Newbery quiz bowl, Read Across America), or create own reading promotion programs.</p> | <p>Suggested Evidence for Activity 2c:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Program plans and timelines OR <input type="checkbox"/> Promotional flyers OR <input type="checkbox"/> Book trailers OR <input type="checkbox"/> Certificates or badges OR <input type="checkbox"/> Handouts from the programs OR <input type="checkbox"/> Photos of displays |
| | <p>Suggested Activity 2d: Teach reading strategies that build student proficiency in the comprehension of information in a range of formats.</p> | <p>Suggested Evidence for Activity 2d:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Lesson and/or unit plans that include reading targets OR <input type="checkbox"/> Assessment of student learning |
| | <p>Suggested Activity 2e: Read and share professional materials that include book reviews or information on current literacy/reading strategies or trends.</p> | <p>Suggested Evidence for Activity 2e:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Written reports or journals describing knowledge gained through this reading and how it might be used OR <input type="checkbox"/> Blogs OR <input type="checkbox"/> Bulletins |

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| <p>STANDARD 2: Literacy and Reading</p> <ul style="list-style-type: none"> School librarians promote reading for learning, personal growth, and enjoyment. They use a variety of strategies to reinforce classroom reading instruction to address the diverse needs and interests of all readers. <p><i>Continued</i></p> | <p>Suggested Activity 2f: Participate in professional development activities such as courses, workshops, conferences, seminars, symposia, and in-service training focusing on reading literacy.</p> | <p>Suggested Evidence for Activity 2f:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Evidence of participation in professional development activity OR <input type="checkbox"/> Course completion verification OR <input type="checkbox"/> Documents verifying service as a facilitator OR <input type="checkbox"/> Assignments or reflection paper |
| <p>STANDARD 3: Information and Knowledge</p> <ul style="list-style-type: none"> School librarians model and promote ethical, equitable access to and use of physical, digital, and virtual collections of resources. They provide a variety of information sources and services that support the needs of the diverse learning community. They use a variety of research strategies to generate knowledge to improve practice in school libraries. | <p>Suggested Activity 3a: Educate students and faculty to use best practices in:</p> <ul style="list-style-type: none"> Copyright Ethical access and use of resources Intellectual property Digital citizenship | <p>Suggested Evidence for Activity 3a:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Lesson and/or unit plans OR <input type="checkbox"/> Websites OR <input type="checkbox"/> Newsletters |
| | <p>Suggested Activity 3b: Provide open and equitable access to information and technology resources that reflect and accommodate diverse student needs and interests.</p> | <p>Suggested Evidence for Activity 3b:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Collection management plans OR <input type="checkbox"/> Usage and circulation data OR <input type="checkbox"/> Policies and procedures manuals OR <input type="checkbox"/> Assessments based on quantitative and qualitative measures for instruction and services |
| <p>STANDARD 4: Advocacy and Leadership</p> <ul style="list-style-type: none"> School librarians advocate for dynamic school library programs and positive learning environments that focus on student learning and achievement by collaborating and connecting with teachers, administrators, librarians, and the community. They are committed to continuous learning and professional growth and lead professional development | <p>Suggested Activity 3c: Participate in professional development activities such as courses, workshops, conferences, seminars, symposia, and in-service training focusing on collection management and information access.</p> | <p>Suggested Evidence for Activity 3c:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Evidence of participation in professional development activity OR <input type="checkbox"/> Courses completion verification OR <input type="checkbox"/> Documents verifying service as a Facilitator OR <input type="checkbox"/> Assignments or reflection papers |
| | <p>Suggested Activity 4a: Use a range of strategies to advocate for school library programs and services.</p> | <p>Suggested Evidence for Activity 4a:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Portfolios that include accomplishments in promoting library services OR <input type="checkbox"/> Curriculum plans that include learning goals for students, samples of activities, and outcomes OR <input type="checkbox"/> Curriculum maps aligned with the Standards for the 21st -Century Learner and the Common Core State Standards OR <input type="checkbox"/> Short and long-range plans for the library |

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| <p>activities for other educators.</p> <ul style="list-style-type: none"> • They provide leadership by articulating ways in which school libraries contribute to student achievement. | <p>Suggested Activity 4b: Practice leadership skills in school-level activities and through work in professional organizations.</p> | <p>that align with school priorities</p> <p>Suggested Evidence for Activity 4b:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Personal plans for professional growth that shows participation in school-level initiatives OR <input type="checkbox"/> Personal growth plans that show participation in professional organizations |
| | <p>Suggested Activity 4c: Participate in professional development activities such as courses, workshops, conferences, seminars, symposia, and in-service training on content area focusing on the development of leadership skills.</p> | <p>Suggested Evidence for Activity 4c:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Evidence of participation in professional development activity OR <input type="checkbox"/> Course completion verification OR <input type="checkbox"/> Documents verifying service as a facilitator OR <input type="checkbox"/> Assignments or reflection papers |
| <p>STANDARD 5: Program Management and Administration</p> <ul style="list-style-type: none"> • School librarians plan, develop, implement, and evaluate school library programs, resources, and services in support of the mission of the library program and the school. • Their work reflects the ethics and principles of library science, education, management, and administration. | <p>Suggested Activity 5a: Participate in the development and implementation of the school improvement plan.</p> | <p>Suggested Evidence for Activity 5a:</p> <ul style="list-style-type: none"> <input type="checkbox"/> School improvement and/or other leadership team documents |
| | <p>Suggested Activity 5b: Develop and implement a library program collaboratively with the school community.</p> | <p>Suggested Evidence for Activity 5b:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Strategic plans for the library with short and long-range goals |
| | <p>Suggested Activity 5c: Collect and use relevant data to improve professional practice and the library media program.</p> | <p>Suggested Evidence for Activity 5c:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assessments of student and school needs OR <input type="checkbox"/> Data on student learning outcomes OR <input type="checkbox"/> Usage and circulation data |
| | <p>Suggested Activity 5d: Provide an open, equitable, and accessible learning environment.</p> | <p>Suggested Evidence for Activity 5d:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Usage data and schedules OR <input type="checkbox"/> Collection management plan OR <input type="checkbox"/> Documentation of activities |
| | <p>Suggested Activity 5e: Establish policies and procedures to support effective school library media programs.</p> | <p>Suggested Evidence for Activity 5e:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Policies and procedures manuals OR <input type="checkbox"/> Websites |
| | <p>Suggested Activity 5f: Keep abreast of and share current research about student learning and emerging resources and encourage the school community to adopt or adapt them for the benefit of students.</p> | <p>Suggested Evidence for Activity 5f:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Blogs OR <input type="checkbox"/> Websites OR <input type="checkbox"/> Newsletters |
| | <p>Suggested Activity 5g: Participate in professional development activities such as courses, workshops, conferences, seminars, symposia, and in-service training focusing on library administration.</p> | <p>Suggested Evidence for Activity 5g:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Course completion verification OR <input type="checkbox"/> Documents verifying service as a facilitator OR <input type="checkbox"/> Assignments or reflection papers |