

**HAWAI'I TEACHER STANDARDS BOARD LICENSE RENEWAL FOR SCHOOL LIBRARIANS
VERIFICATION OF SATISFYING THE HAWAI'I SCHOOL LIBRARIAN PERFORMANCE STANDARDS DOCUMENTATION**

Use this form beginning July 1, 2013

Name _____ **Social Security Number XXX-XX-** _____ **Date of Birth** ____/____/____

This form is to be used to document that you meet all five of the Hawai'i School Librarian Performance Standards. Complete this form and **have in your possession all relevant documentation before** you answer SECTION 4 of the APPLICATION FOR RENEWAL OF HAWAI'I TEACHING LICENSE.

Retain this completed form. The HTSB will randomly audit license renewals annually and in the event you are selected to be audited, you will be required to submit your completed form and the documentation that verifies your completion of the professional growth activities.

- The Hawai'i School Librarian Performance Standards 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 Hawai'i School Librarian Performance Standards provided the activity links with the licensee's subject matter field. An activity may be used to meet multiple Librarian Performance Standards provided the verification documentation will support such applicability.
- The third column provides examples of documentation that can be used for meeting the standard. When submitting documentation you must identify it by checking the box in the "Documentation" section.

STATEMENT OF AFFIRMATION: Sign your name in blue ink.

I certify that the information contained in this form is true and accurate. I understand that misrepresentation or falsification is grounds for the Hawai'i Teacher Standards Board to deem me in non-compliance with meeting renewal requirements, that my license status may change and that the Board may impose other disciplinary sanction. This form should be signed and dated prior to submitting your license renewal application.

SIGNATURE OF LICENSEE _____ **DATE** _____

Hawai'i School Librarian Performance Standards

ALL STANDARDS	The Following Activities Meet All Standards	DOCUMENTATION
The following activity meets all five performance standards	The most recent librarian evaluation and professional development plan from the licensee's employing educational institution with a satisfactory rating in all areas if the evaluation instrument and professional development plan aligns with all five Hawai'i School Librarian Performance Standards.	<input type="checkbox"/> Copy of Evaluation signed by the principal within one year prior to licensure expiration date and OR <input type="checkbox"/> Verification from the principal or supervisor indicating that the evaluation continues to be satisfactory
The following activity meets all five performance standards	National Board Certification.	<input type="checkbox"/> An official NBPTS document dated on or before the licensure expiration date providing the official document is the subject area of the licensee's current license field. OR <input type="checkbox"/> Online verification from NBPTS official website.
	The Following Activities Meet Each Standard Individually	
STANDARD 1	PROFESSIONAL ACTIVITIES	DOCUMENTATION
Teaching for Learning <ul style="list-style-type: none"> • School librarians are effective teachers who demonstrate knowledge of learners and learning. • They 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. 	Suggested Activity 1a Align library program with 21 st century skills and content as well as current state standards.	Evidence for Suggested Activity 1a <ul style="list-style-type: none"> <input type="checkbox"/> Curriculum maps 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
	Suggested Activity 1b Infuse multiple literacies (e.g., information, visual, technology) within content-area instruction.	Evidence for Suggested Activity 1b <ul style="list-style-type: none"> <input type="checkbox"/> Curriculum maps OR <input type="checkbox"/> Unit and lesson plans

<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 1c</p> <p>Collaborate with teachers to integrate information and instructional technology into all curricular areas.</p>	<p>Evidence for Suggested Activity 1c</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meeting minutes OR <input type="checkbox"/> Documents completed by the work group OR <input type="checkbox"/> Collaboration forms
	<p>Suggested Activity 1d</p> <p>Participate in school-level professional learning communities.</p>	<p>Evidence for Suggested Activity 1d</p> <ul style="list-style-type: none"> <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>Suggested Activity 1e</p> <p>Participate in professional organizations to promote 21st century teaching and learning concepts and strategies.</p>	<p>Evidence for Suggested Activity 1e</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meeting notes OR <input type="checkbox"/> Samples of completed activities
	<p>Suggested Activity 1f</p> <p>Participate in professional development activities such as courses, workshops, conferences, seminars, symposia, and in-service training relating to curriculum and student learning.</p>	<p>Evidence for Suggested Activity 1f</p> <ul style="list-style-type: none"> <input type="checkbox"/> Evidence of participation in professional development activity <input type="checkbox"/> Course completion verification OR <input type="checkbox"/> Facilitator OR <input type="checkbox"/> Assignments or reflection papers

STANDARD 2	PROFESSIONAL ACTIVITIES	DOCUMENTATION
<p>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</p> <p>Conduct “read alouds” or other reading programs in the library.</p>	<p>Evidence for Suggested 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</p> <p>Plan and implement school wide literacy events to promote the importance of reading, e.g., establish library book clubs.</p>	<p>Evidence for Suggested 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</p> <p>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>Evidence for Suggested 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</p> <p>Teach reading strategies that build student proficiency in the comprehension of information in a range of formats.</p>	<p>Evidence for Suggested 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</p> <p>Read and share professional materials that include book reviews or information on current literacy/reading strategies or trends.</p>	<p>Evidence for Suggested 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
	<p>Suggested Activity 2f</p> <p>Participate in professional development activities such as courses, workshops, conferences, seminars, symposia, and in-service training focusing on reading literacy.</p>	<p>Evidence for Suggested Activity 2f</p> <ul style="list-style-type: none"> <input type="checkbox"/> Evidence of participation in professional development activity <input type="checkbox"/> Course completion verification OR <input type="checkbox"/> Documents verifying service as a facilitator OR <input type="checkbox"/> Assignments or reflection paper

STANDARD 3	PROFESSIONAL ACTIVITIES	DOCUMENTATION
<p>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</p> <p>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>Evidence for Suggested 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</p> <p>Provide open and equitable access to information and technology resources that reflect and accommodate diverse student needs and interests.</p>	<p>Evidence for Suggested 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>Suggested Activity 3c</p> <p>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>Evidence for Suggested Activity 3c</p> <ul style="list-style-type: none"> <input type="checkbox"/> Evidence of participation in professional development activity <input type="checkbox"/> Course completion verification OR <input type="checkbox"/> Documents verifying service as a facilitator OR <input type="checkbox"/> Assignments or reflection papers

STANDARD 4	PROFESSIONAL ACTIVITIES	DOCUMENTATION
<p>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 activities for other educators. • They provide leadership by articulating ways in which school libraries contribute to student achievement. 	<p>Suggested Activity 4a</p> <p>Use a range of strategies to advocate for school library programs and services.</p>	<p>Evidence for Suggested 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 that align with school priorities
	<p>Suggested Activity 4b</p> <p>Practice leadership skills in school level activities and through work in professional organizations.</p>	<p>Evidence for Suggested Activity 4b</p> <ul style="list-style-type: none"> <input type="checkbox"/> Personal plans for professional growth that show participation in school level initiatives OR <input type="checkbox"/> Personal growth plans that show participation in professional organizations

	<p>Suggested Activity 4c</p> <p>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>Evidence for Suggested Activity 4c</p> <ul style="list-style-type: none"> <input type="checkbox"/> Evidence of participation in professional development activity <input type="checkbox"/> Course completion verification <p>OR</p> <ul style="list-style-type: none"> <input type="checkbox"/> Documents verifying service as a facilitator <input type="checkbox"/> Assignments or reflection papers <p style="text-align: right;">OR</p>
STANDARD 5	PROFESSIONAL ACTIVITIES	DOCUMENTATION
<p>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 add principles of library science, education, management, and administration. 	<p>Suggested Activity 5a</p> <p>Participate in the development and implementation of the school improvement plan.</p>	<p>Evidence for Suggested Activity 6a</p> <ul style="list-style-type: none"> <input type="checkbox"/> School improvement and/or other leadership team documents
	<p>Suggested Activity 5b</p> <p>Develop and implement a library program collaboratively with the school community.</p>	<p>Evidence for Suggested 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</p> <p>Collect and use relevant data to improve professional practice and the library media program.</p>	<p>Evidence for Suggested Activity 5c</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assessments of student and school needs <p>OR</p> <ul style="list-style-type: none"> <input type="checkbox"/> Data on student learning outcomes <p>OR</p> <ul style="list-style-type: none"> <input type="checkbox"/> Usage and circulation data
	<p>Suggested Activity 5d</p> <p>Provide an open, equitable and accessible learning environment.</p>	<p>Evidence for Suggested Activity 5d</p> <ul style="list-style-type: none"> <input type="checkbox"/> Usage data and schedules <p>OR</p> <ul style="list-style-type: none"> <input type="checkbox"/> Collection management plan <p>OR</p> <ul style="list-style-type: none"> <input type="checkbox"/> Documentation of activities

	Suggested Activity 5e	Evidence for Suggested Activity 5e
	Establish policies and procedures to support effective school library media programs.	<input type="checkbox"/> Policies and procedures manuals OR <input type="checkbox"/> Websites
	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.	<input type="checkbox"/> Blogs OR <input type="checkbox"/> Websites OR <input type="checkbox"/> Newsletters
	Participate in professional development activities such as courses, workshops, conferences, seminars, symposia, and in service training focusing on library administration.	<input type="checkbox"/> Course completion verification OR <input type="checkbox"/> Documents verifying service as a facilitator OR <input type="checkbox"/> Assignments or reflection papers