

Highly Effective School Library Program Application Form

Highly Effective Essential Competencies

Yearly Growth Plan
Curriculum Development Advisor
School Leadership
Professional Leadership
Administrative Support
Program Marketing and Promotion
Collaboration
Instruction
Instructional Delivery Strategies
Assessment of Student Work
Reading Development
Library Environment
Special Programming
Productivity

Step 1: The school librarian and principal will evaluate the library program using the [Highly Effective School Library \(HESL\) Program Evaluation Rubric](#).

Step 2: If, after assessing your program, you and your principal agree that the program is "Highly Effective" in **most** rubric areas, especially the Essential Competencies (see box at right), we encourage you to complete this application form and submit the other requirements (*listed on the following pages*) to apply for "HESL Program Highly Effective Recognition."

The deadline to apply for CDE recognition is December 19, 2014.

- Applications will be evaluated by 2 or more HESLP Board members and/or other educational professionals in January 2015.
- Applicants will be notified by February 28, 2015.
- CDE State Board Recognition Ceremony will take place in late spring, 2015.

| | | |
|--|--------------|--------------|
| School: | | |
| School Address: | | |
| School Librarian: | | |
| School Librarian Contact Information: | Email | Phone |
| Principal | | |
| Principal Contact Information: | Email | Phone |
| School library website URL: | | |
| School District: | | |
| District Library Supervisor Name (if applicable): | | |
| Email: | Phone | |

| | |
|--|---|
| <p>I hold either a state school librarian endorsement or a masters degree in library science. (Please check one):</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No (Please explain):</p> | <p>I have the following schedule (For informational purposes - Please select one):</p> <p><input type="checkbox"/> fixed only,</p> <p><input type="checkbox"/> flex only,</p> <p><input type="checkbox"/> combination of fixed/flex</p> |
| <p>I have paid support staff.</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> | <p>I do not have a paid support staff, but I use reliable volunteers.</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> |



COLORADO
Department of Education
Innovation, Choice and
Engagement Division



<http://www.cde.state.co.us/cdelib/highlyeffective/>

My school or district has the following policies in place (Select all that apply):

- | | | |
|--|---|---|
| <input type="checkbox"/> selection | <input type="checkbox"/> challenged materials | <input type="checkbox"/> intellectual freedom |
| <input type="checkbox"/> de-selection | <input type="checkbox"/> (reconsideration) | <input type="checkbox"/> (other) |
| <input type="checkbox"/> acceptable use policy | <input type="checkbox"/> copyright | |

I grant permission to allow the Colorado State Library the ability to upload multimedia presentations to “Highly Effective School Library Program” websites.

Signature of School Librarian

Date

I support this application for our school to be recognized by CDE as a Highly Effective School Library Program.

Signature of Principal

Date

Step 3: Applications must include the following elements. As you compile and create these, think of how, where and in what ways these items collectively **provide evidence** that demonstrates why you are highly effective in the **essential competencies** (see box above) of the HESLP Evaluation Rubric.

Applications must include:

- This completed application form with signatures
- 2 letters of recommendation (*these should be converted to PDF format*)
 - o one letter from principal or supervisor (see the “**Principal Talking Points**” document on the HESLP web page if your supervisor needs suggestions/guidance in writing this letter.)
 - o one letter from another person of your choice who can speak to your strengths and /or who can provide evidence in any areas of the **essential elements** of the rubric.
- Your library web page link (evaluators will use this in the evaluation). [Web page tips/examples](#)
- Completed HESLP [Yearly Growth Plan](#).
- Multimedia presentation of your choice* no longer than three (3) minutes. *Please note: This element of the application process should be considered the as additional evidence.* The HESLP Board considers the growth plan, letters of recommendation and your library web page significant proof of validity of your program. **Examples of presentations can be found on the [Highly Effective School Library Program Wiki](#). No written applications accepted.*

Step 4: After you have prepared the above requirements, please send the following or a link with the following components to Judy Barnett, jbarnett@coloradostatelibrary.org

- Completed Application Form as a PDF
 - Letters of Recommendation as a PDF
 - Growth Plan as a document
 - Multimedia Presentation - **Post** your Multimedia presentation or a link to your presentation on your library's web page and send the link to Judy Barnett.
- NOTE:** You may also create a wiki or similar tool that includes the above information and documents and send the link to Judy Barnett.
- NOTE:** Please include any **passwords** that may apply to access your information.
- NOTE:** You will need an account on Wikispaces to access these resources. Please contact Judy Barnett if you have difficulty accessing this information.

Schools designated as having a “Highly Effective School Library Program” will receive:

- Official recognition at a CDE ceremony.
- A banner to display in the school or library.
- Highly Effective status for three years as long as the school librarian remains the same.
- Access to download the LOGO to the school library and/or school website.

NOTE: Because of the high rigor of this process, we cannot guarantee HESL Recognition to all applicants. If you have questions regarding this program, contact Judy Barnett, jbarnett@coloradostatelibrary.org.