

STATE OF HAWAII
DEPARTMENT OF EDUCATION
Information Sheet for Teacher Applicants
School Year 2016-2017

LICENSE:

1. Must apply directly to the **Hawaii Teacher Standards Board (HTSB)** at <http://www.htsb.org>, which is a different state agency from the Hawaii Department of Education (DOE).
2. Documents submitted to HTSB are separate from those sent to the Hawaii DOE and are not shared between agencies.

* *Note: Applying for a Hawaii teaching license should be completed as soon as possible.*

EMPLOYMENT --APPLICATION PROCESS:

1. Must complete and submit an application for teaching in Hawaii, please visit <http://www.hawaiipublicschools.org/ConnectWithUs/Employment/JobOpportunities/Pages/home.aspx>;
2. Must submit **all** official transcripts, especially transcripts confirming the completion of a SATEP, from a regionally accredited college/university, which includes student teaching or practicum in a Grade K-12 setting;
3. Must submit a copy of your final student teacher evaluation if you are a recent graduate of a SATEP in Hawaii; OR one (1) "Confidential Report on Applicant" form if you are a recent graduate of a SATEP outside of Hawaii; OR two (2) "Confidential Report on Applicant" forms if you have one or more years of contracted teaching experience.;
4. Must submit "Verification of Employment" form(s) for contracted teaching experience, if applicable;
5. Must submit any other documents as requested by the DOE;
6. Must create a StyleProfile via our third party vendor within thirty (30) days of submitting application and prior to being scheduled for a screening interview. Failure to complete this will result in the automatic inactivation of the application;
7. Must successfully complete a face-to-face structured/state-level intake pre-screening interview.
8. Upon successful completion of the pre-screening interview, your information will be entered into the statewide applicant pool for employment consideration and referral. Priority for referral is given to those who have already obtained a Hawaii teaching license. It is also based on the subject area you are qualified to teach and specified application preferences.

* *Note: Applicants should submit all documents to the Teacher Recruitment Unit as soon as possible in order to ensure accurate referral priority and placement on the salary schedule.*

DECLINATION POLICY:

1. If the Teacher Recruitment Unit receives five (5) reports of non-interest in positions for which you are referred, your application will automatically be inactivated in the system. It is your responsibility to keep track of your "declinations" as Teacher Recruitment will NOT notify you that your application has been inactivated. You will be able to reapply after ninety (90) days.
2. Reasons that constitute non-interest include but are not limited to: declining a job offer or interview, not responding to a correspondence (phone, letter, email) to schedule an interview, failure to report for a scheduled interview, or any other indication of lack of interest.

* *Note: Applicants must inform the Teacher Recruitment Unit in writing of any changes to their availability and contact information (current mailing address, email address, and/or phone number). Failure to do so will result in the inactivation of the application.*

UPON EMPLOYMENT:

1. All newly hired teachers must have completed degree and classification requirements prior to date of hire.
2. New employees must ensure that all official documents are submitted to the Teacher Recruitment Unit (*e.g. official transcripts verifying the completion of a SATEP or verification of employment forms*).
3. Failure to submit official employment documents may result in a downgrade in salary, delay in pay, or termination.
4. Individuals must be Hawaii licensed within 3 years of employment. Within each year of employment, they must show they are actively pursuing a Hawaii license and will need to obtain an Emergency Hire Special Permit until they are issued a Hawaii teaching license by HTSB.

TEACHER PROBATION AND TENURE:

1. Must hold a Hawaii teaching license to begin earning probationary credit.
2. Must be hired and licensed in the qualified area of teaching on or before the 24th working day of the semester to earn probationary credit for the semester;
3. Cannot miss more than 23 unpaid days in the semester to earn probationary credit for the semester;
4. Must be on paid status at the end of the semester to earn probationary credit for the semester;
5. Must serve a minimum of six (6) semesters as a probationary period. Must complete at least two consecutive annual overall ratings with a rating of effective or better in order to gain tenure within the six (6) semester probationary period. Teachers will become tenured teachers on the first working day after successfully completing their probation.

REEMPLOYMENT:

1. A non-tenured teacher is only provided with a year-to-year contract and may be displaced by a tenured teacher.
2. A teacher must remain in the district they are first assigned until they are tenured.
3. If a teacher has not obtained a Hawaii teaching license, they must demonstrate in each school year of employment they are actively pursuing a Hawaii teaching license and they will need to obtain an Emergency Hire Special Permit until they are issued a Hawaii teaching license. A Hawaii teaching license must be obtained by the end of the 3rd year of employment.
4. Any outstanding documents (*e.g. transcripts, employment forms*) need to be submitted, received and deemed acceptable.

SALARY:

Salaries shown below are **entry-level**, non-negotiable, and are applicable to all newly hired teachers. All salary steps are updated in accordance with Hawaii Revised Statutes (HRS) §302A-627 and the negotiated Collective Bargaining Agreement.

For more information regarding the current salary schedule, please visit:

<http://www.hawaiipublicschools.org/ConnectWithUs/Employment/WorkingInHawaii/Pages/home.aspx>

Entry Levels Salary for School Year 2016-2017				
Years of Verified Contracted Teaching Experience in a K-12 Setting Prior to Hawaii DOE	Class II Bachelor's		Class III Master's or Bachelor's + 30 Semester Credits	Class VII PhD or EdD (Need Hawaii License)
	Entry Salary		Entry Salary	Entry Salary
** SATEP Step 5 (0-1 Year Exp.)	\$46,601		\$50,328	\$60,010
Step 6 (2-3 Years Exp.)	\$48,000		\$51,839	\$61,812
Step 7 (4-6 Years Exp.)	\$49,439		\$53,394	\$63,665

** SATEP: Teachers who have completed a state approved teacher education program (SATEP) enter into Step 5 (0-1 yr), Step 6 (2-3 yrs), or Step 7 (4-6 yrs). A maximum of six (6) years of officially verified non-DOE teaching experience in a recognized K-12 public or private school may be used towards step placement.

NOTE: Requirements for initial salary classification must be met prior to the effective date of employment.

SATEP Salary Classification

Class II: Hold a Bachelor's degree from an accredited institution recognized by the DOE and shall have completed a SATEP.

Class III: Hold a Bachelor's degree from an accredited institution recognized by the DOE and shall have completed a SATEP plus 30 semester credit hours earned subsequently or a Master's degree as determined by the DOE from an accredited institution recognized by the DOE. The 30 semester credit hours and Master's degree must be in education (excluding educational administration), and/or in the teacher's area of preparation, and/or subject area of teaching assignment.

* *Note: The SATEP could have been earned within the Bachelor's degree or subsequently. If earned subsequently, the credits or degree completed may be used to meet the 30 semester credit hours or Master's degree criteria*

Class VII: Hold a Doctorate degree from an accredited institution recognized by the DOE, teach subject(s) in or related to the major of the Doctorate degree, and hold a valid Hawaii State teacher license.

* *Note: A Doctorate degree is defined as a degree that is higher than a Master's degree and the highest possible degree within the education profession.*

RECLASSIFICATION:

1. Reclassification is a process made available to teachers employed by the DOE. It provides teachers the opportunity to receive a higher classification of pay based on the completion of professional development or academic credits that are taken after employment, meet reclassification guidelines as set forth by the DOE, and are pre-approved by their principal.

BENEFITS:

Please visit <http://www.hawaiipublicschools.org/ConnectWithUs/Employment/WorkingInHawaii/Pages/home.aspx>

1. Medical benefits are available from Hawaii Employer-Union Health Benefits Trust Fund.
2. Life insurance is available at no cost to all active teachers.
3. All new employees will be enrolled in the State of Hawaii Employees' Retirement System (ERS) and will have 8% of their gross pay deducted towards retirement.

WORK YEAR:

1. All public schools, except multi-track schools, follow a single school calendar.
2. The school calendar is available under the "Related Download" section at <http://www.hawaiipublicschools.org/Pages/Calendar.aspx>

NON-U.S. CITIZEN APPLICANTS:

1. Applicants must ensure they are authorized to work in the U.S. and be able to provide documentation of their employment eligibility if offered a position.
2. The DOE does NOT sponsor visas or other types of employment authorization.
3. Qualifying individuals must have all foreign college/university transcripts evaluated to confirm a U.S. degree equivalence in Education.

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