



STATE OF HAWAII DEPARTMENT OF EDUCATION



SUBSTITUTE TEACHER

School Year 2009-2010

MINIMUM REQUIREMENTS

(See Chart: [Substitute Teacher Requirements for Employment](#))

- **EDUCATION**

- **1st Priority** - Bachelor's degree and completion of a State-Approved Teacher Education (SATE) program, a full teacher-training program that includes student teaching in a Grade K-12 setting.
- **2nd Priority** - Bachelor's degree.

- **SUBSTITUTE TEACHER COURSE**

- **Option 1 – SUBSTITUTE TEACHER COURSE - Classroom**

Successful completion of the [Hawaii State Department of Education \(DOE\) Substitute Teacher Course](#). This 30-hour substitute teacher course is taught in a classroom setting at a [Community School for Adults \(CSA\)](#) statewide. Contact a CSA for course dates, times, and fee. CSA contact information below. Initial hire applicants **must** complete #1 and #2 of [HOW TO APPLY](#) as stated below **before** registering for the course.

NOTE: This course supersedes the substitute teacher course offered prior to June 2003.

- **Option 2 - SUBSTITUTE TEACHER COURSE – On-line**

Successful completion of the Hawaii State Department of Education (DOE) [Substitute Teacher On-Line Course](#). This on-line course is taught statewide. Initial hire applicants **must** complete #1 and #2 of [HOW TO APPLY](#) as stated below **prior** to registering for the on-line course. To obtain registration information click on the On-Line Course link above and scroll to the bottom portion of the webpage for the registration form.

NOTE: This course supersedes the substitute teacher course offered prior to June 2003.

- **Option 3 - SUBSTITUTE TEACHER COURSE – Self-tutorial on-line course by Exam**

Successful completion of the Hawaii State Department of Education (DOE) [Substitute Teacher Self-Tutorial Course By Exam](#). This self-tutorial on-line course by exam is recommended and offered to certified/licensed teachers or substitute teachers who have previously and successfully completed the 30-hour course or whose substitute teacher employment certificate is up for renewal. Initial hire applicants **must** complete #1 and #2 of [HOW TO APPLY](#) as stated below **prior** to registering for the on-line course. To obtain registration information click on the On-Line Course link above and scroll to the bottom portion of the webpage for the registration form.

- **SCHOOL PRIORITY/PREFERRED LIST**

- Applicant arranges an interview with a principal, vice principal, or designee for placement on the school's Priority/Preferred List.

- **HIGHLY DESIRABLE**

- Paid or volunteered experience teaching, coaching, or tutoring students in grades K-12.

- **EMPLOYEE BACKGROUND CHECK**

- Applicant completes fingerprinting and criminal history background check at District office by appointment after priority/preferred school submits the substitute teacher application and employment documents.

DEFINITION OF CLASSIFICATIONS & PER DIEM (DAILY) RATES

Act 187 afforded the Board of Education the authority to provide wage adjustments for substitute teachers. Effective **January 13, 2009**, substitute teachers will be classified and receive per diem rates according to the chart below.

Definition of Classifications & Per Diem (Daily) Rates		
Class	Definition	Per Diem Rate
Class III	Substitute teachers who meet any one or all of the following: <ul style="list-style-type: none"> • a current, *contracted DOE teacher • a Hawaii licensed teacher • a *highly qualified teacher who completed a state approved teacher education program 	\$159.00
Class II	Substitute teachers who possess a Bachelor's degree from a U.S. regionally accredited college/university or equivalent	\$147.10
Class I	Substitute teachers who do not possess a bachelor's degree but meet specific employment requirements set by the department **	\$135.20

* A contracted DOE teacher or highly qualified teacher is one who completed a state approved teacher education program.

** NEW Class I substitute teachers can only be hired in "hard-to-fill", "hard-to-staff" areas of the state:

- Oahu (Nanakuli/Waianae complexes)
- Maui (Hana/Lanai/Molokai complexes)
- Hawaii (Kau/Keaau/Pahoa complexes)
- Specialized support positions such as Hawaiian Language Immersion or Career & Technical Education

BENEFITS

Substitute teachers are not eligible to participate in health benefits or the Employees' Retirement System. Substitute teachers may participate in Section 403(b) of the Internal Revenue Service (IRS) code: Tax-Sheltered Annuity Program. Wages are subject to Social Security and Medicare taxes.

HOW TO APPLY

- 1. SCHOOL PRIORITY/PREFERRED LIST:** Applicant arranges an interview with a school administrator for possible placement on the school's priority/preferred list. Recommendation: Prepare a copy of your resume/college transcripts for review by the school administrator.
NOTE: Schools not needing additional substitutes for their priority/preferred list will not be interviewing or accepting applications.
- 2. SUBSTITUTE TEACHER COURSE:** After the interview, obtain an approval note signed by the school administrator. An approval note is required to enroll in the course at the Community School for Adults. Upon successfully passing the course exam, you will receive a Substitute Teacher Course Certificate valid for five (5) years. See "[Substitute Teacher Requirements for Employment](#)" chart for details
NOTE: Completion of the course, in itself, does not guarantee employment.
- 3. BLOODBORNE PATHOGEN TRAINING VIDEO:** This training is federally mandated for all employees of the DOE and must be viewed annually and is viewed in the Substitute Teacher Course as well. You can view the training video at a school, if available, on public access Channel 56 from 5:30 p.m. to 5:50 p.m. on Oahu--Mondays and Wednesdays; all other islands--Mondays, Wednesdays, and Saturdays, or on the TeleSchool website at <http://www.teleschool.k12.hi.us/bloodborne>.
NOTE: Bloodborne Pathogen Training Video must be viewed within one (1) year of the date on your application.
- 4. APPLICATION:** Upon completion of the Substitute Teacher Course, return to the school that placed you on their priority/preferred list to obtain, complete, and submit Form 104, *Substitute Teacher Application* along with the pre-employment materials. Include and attach the following required documents with Form 104: a copy of social security card, official/original college transcripts, Tuberculosis (TB) test clearance certificate, and copy of the Substitute Teacher Course Completion Certificate with posted expiration date.
NOTE: All employment documents submitted become the property of the DOE and will not be returned to the applicant. TB test clearance must be taken within one (1) year of the date on your application.

FOREIGN COLLEGE OR UNIVERSITY TRANSCRIPTS

If you attended a college or university outside the United States and the educational institute is not accredited by the Hawaii Department of Education (HIDOE), you must have your transcripts evaluated by [Educational Credential Evaluators, Inc.](#) (ECE). ECE is a professional agency staffed with the resources to assess the equivalency of foreign degree programs. A fee is required for completion of such a report. HIDOE does not evaluate transcripts from foreign educational institutions. For an evaluation of your foreign credential(s), please contact:

Educational Credential Evaluators, Inc. (ECE)
P.O. Box 514070
Milwaukee, WI 53203-3470

- Phone: (414) 289-3400
- Fax: (414) 289-3411
- Website: www.ece.org
- E-mail: eval@ece.org

This evaluation can also be used if you intend to pursue a teaching position with HIDOE in the future. After receiving the evaluation, make a copy for yourself. Send the original evaluation to (HIDOE):

Office of Human Resources, Reclassification Unit
680 Iwilei Road Suite 490
Honolulu, Hawaii 96817

SUBSTITUTE TEACHER REQUIREMENTS FOR EMPLOYMENT

WHO	30 Hour Substitute Teacher Course	Re-Certification Class for Re-Employment
CLASS I (No Bachelor degree Applicant) *	Required PRIOR to Initial Employment Certificate showing successful completion of course requirement good for 5 school years.	Must successfully complete <i>Re-Certification Class</i> with 80% or better. Certificate showing successful completion of course requirement good for another 5 school years.
CLASS II (Bachelor's degree or higher, NOT teacher-trained Applicant)	Required PRIOR to Initial Employment Certificate showing successful completion of course requirement good for 5 school years.	Must successfully complete <i>Re-Certification Class</i> with 80% or better. Certificate showing successful completion of course requirement good for another 5 school years.
CLASS III (Recent teacher college graduate, in-state or out-of-state licensed/certified teacher)	Exempted for 5 calendar years from year of initial employment	Must successfully complete <i>Re-Certification Class</i> with 80% or better. Certificate showing successful completion of course requirement good for another 5 calendar years.
CLASS III (DOE Retired Teacher)	Exempted for 10 calendar years from year of retirement	Must successfully complete <i>Re-Certification Class</i> with 80% or better. Certificate showing successful completion of course requirement good for another 5 calendar years.

* NEW Class I substitute teachers can only be hired in "hard-to-fill", "hard-to-staff" areas of the state. They are:

- Oahu (Nanakuli/Waianae complexes)
- Maui (Hana/Lanai/Molokai complexes)
- Hawaii (Kau/Keaau/Pahoa complexes)
- Specialized support positions such as Hawaiian Language Immersion or Career & Technical Education.

COMMUNITY SCHOOL FOR ADULTS (CSA)

District	School	Address	Phone
Honolulu	McKinley Community School	634 Pensacola Street, Room 216 Honolulu, HI 96814	(808) 594-0540
Honolulu	Farrington Community School	1101 Kalihi Street, Room U101 Honolulu, HI 96819	(808) 832-3595
Honolulu	Kaimuki Community School	2705 Kaimuki Avenue Honolulu, HI 96816	(808) 733-8460
Central	Moanalua/Aiea Community School	2825-A Ala Ilima Street Honolulu, HI 96818	(808) 837-8466
Central	Wahiawa Community School	1515 California Avenue Wahiawa, HI 96786	(808) 622-1634
Leeward	Waipahu Community School	94-1211 Farrington Highway Waipahu, HI 96797	(808) 675-0254
Leeward	Kapolei Community School	91-5007 Kapolei Parkway Kapolei, HI 96707	(808) 692-8210
Windward	Windward School for Adults	730 Iliaina Street Kailua, HI 96734	(808) 254-7955
Hawaii	Hilo Community School	450-C Waianuenu Avenue Hilo, HI 96720	(808) 974-4100
Hawaii	Kona Community School	74-5000 Puohulihuli Street Kailua-Kona, HI 96740	(808) 327-4692
Maui	Maui Community School	179 Kaahumanu Avenue Kahului, HI 96732	(808) 873-3082
Kauai	Kauai Community School	3607-A Lala Road, P-12 Lihue, HI 96766	(808) 274-3390

NOTE: Contact the [Community Schools for Adults](#) (CSA) above for information regarding the offering of the 30-hour Substitute Teacher Course and Re-Certification Class. To enroll, present the following form to the CSA registration office:

1. Initial hire applicants present an approval note signed by your Priority School Administrator.
2. Former and current substitute teachers present Form SF5A-1 (Notification of Personnel Action), Remark C - Exemption or 5-Year Course Completion Certificate Deadline.

DISTRICT OFFICE INFORMATION

On any given workday, the school principal is your immediate supervisor. However, it is your Personnel Regional Officer (PRO)/Public Charter School Program Office, who has overall jurisdiction over substitute teachers. If you have a dispute that cannot be resolved at the school level or if you have questions or concerns about your employment, contact the appropriate office below:

Personnel Regional Officers			
District	Name	Address	Phone
Honolulu	Peter Uehara	4967 Kilauea Avenue Honolulu, HI 96816	733-4870
Central	Calvin Shimomura	300 Kahelu Avenue, Suite 50 Mililani, HI 96789	627-7475
Leeward	Naomi Takamori	601 Kamokila Blvd, #418 Kapolei, HI 96707	692-8007
Windward	Amy Yamashita	46-169 Kamehameha Hwy. Kaneohe, HI 96744	233-5703
Hawaii	Larry Kaliloa	75 Aupuni Street, #203 Hilo, HI 96720	974-6605
Maui	Julie Lindberg	54 High Street, 4th Floor Wailuku, HI 96793	984-8000
Kauai	Diane Nitta	3060 Eiwa Street Lihue, HI 96766	274-3506
Public Charter Schools Program Office	Sean Murakami	250 South Hotel Street, #102 Honolulu, HI 96813	586-3570

T-SEAS HELP DESK

Oahu	587-5574
Hawaii	974-6634
Maui	984-8028
Kauai	274-3432
Lanai & Molokai	1-800-704-0243

TSEAS email Address: help_tseas@notes.k12.hi.us

DOE TSEAS Website: <http://doe.k12.hi.us/personnel/teachersubstitute.htm>

NOTE: SUBSTITUTE TEACHERS ARE RESTRICTED TO TEACHING IN THEIR HOME DISTRICT

	<u>FARRINGTON</u> FARRINGTON HI DOLE MD KALAKAUA MD FERN KAEWAI KALIIHI KALIIHI-KAI KALIIHI-UKA KALIIHI-WAENA KAPALAMA LINAPUNI PUUHALE	<u>MCKINLEY</u> MCKINLEY HI CENTRAL MD KAAHUMANU KAIULANI KAULUWELA LANAKILA LIKELIKE ROYAL	<u>ROOSEVELT</u> ROOSEVELT HI ANUENUE EL/HI (HWN IMM.) KAWANANAKOA MD STEVENSON MD LINCOLN MAEMAE MANOA NOELANI NUUANU PAUOA SHRINER'S	<u>KAIMUKI</u> KAIMUKI HI JARRETT MD WASHINGTON MD ALA WAI ALIIOLANI HOKULANI JEFFERSON KUHIO LUNALILO PALOLO ORTHOPEDIC HI CTR FOR DEAF & BLIND	<u>KALANI</u> KALANI HI KAIMUKI MD KAHALA LIHOLIHO LILIUOKALANI WAIKIKI WILSON	<u>KAISER</u> KAISER HI NIU VALLEY MD AINA HAINA HAHAIONE KAMILOIKI KOKO HEAD
C E N T R A L	<u>MOANALUA</u> MOANALUA HI MOANALUA MD MOANALUA RED HILL SALT LAKE SHAFTER	<u>RADFORD</u> RADFORD HI ALIAMANU MD ALIAMANU HICKAM MAKALAPA MOKULELE NIMITZ PEARL HARBOR PEARL HARBOR KAI	<u>AIEA</u> AIEA HI AIEA INT AIEA PEARL RIDGE SCOTT WAIMALU WEBLING	<u>MILILANI</u> MILILANI HI MILILANI MD KIPAPA MILILANI IKE MILILANI MAUKA MILILANI UKA MILILANI WAENA	<u>LEILEHUA</u> LEILEHUA HI WAHIAWA MD WHEELER MD HALE KULA HELEMANO ILIAHI KAALA SOLOMON WAHIAWA WHEELER	<u>WAIALUA</u> WAIALUA HI/INT HALEIWA WAIALUA
L E E W A R D	<u>PEARL CITY</u> PEARL CITY HI HIGHLANDS INT KANOELANI LEHUA MANANA MOMILANI PALISADES PEARL CITY PEARL CITY HIGHLANDS WAIU	<u>WAIPAHU</u> WAIPAHU HI WAIPAHU INT AHRENS HONOWAI KALEIOPUU WAIKELE WAIPAHU	<u>CAMPBELL</u> CAMPBELL HI EWA MAKAI MD ILIMA INT EWA EWA BEACH HOLOMUA IROQUOIS PT KAIMILOA KEONEULA POHAKEA	<u>KAPOLEI</u> KAPOLEI HI KAPOLEI MD BARBERS PT KAPOLEI MAKAKILO MAUKA LANI	<u>NANAKULI</u> NANAKULI HI/INT NANAIAKAPONO NANAKULI	<u>WAIANAE</u> WAIANAE HI WAIANAE INT LEIHOKU MAILI MAKAHA WAIANAE
W I N D O R D	<u>KAILUA</u> KAILUA HI WAIMANALO EL/INT ENCHANTED LAKE KAELEPULU KEOLU MAUNAWILI OLOMANA POPE	<u>KALAHEO</u> KALAHEO HI KAILUA INT AIKAHI KAILUA KAINALU MOKAPU	<u>CASTLE</u> CASTLE HI KING INT AHUIMANU HEEIA KAHALUU KANEHOE KAPUNAHALA PARKER PUOHALA WAIHOLE	<u>KAHUKU</u> KAHUKU HI/INT HAUULA KAAAWA KAHUKU LAIE SUNSET BEACH		
H A W A I I	<u>KEAAU</u> KEAAU HI PAHOA HI/INT KEAAU MD KEAAU KEONEPOKO MOUNTAIN VIEW PAHOA	<u>HILO</u> HILO HI WAIAKEA HI HILO INT WAIAKEA INT KALANIANAOLE EL/INT DE SILVA HAAHEO HILO UNION KAPIOLANI KAUMANA KEAUKAHA WAIAKEA WAIAKEAWAENA	<u>HONOKAA</u> HONOKAA HI/INT LAUPAHOEHOE HI/EL PAAUILO EL/INT WAIKOLOA EL/MD HONOKAA WAI MEA	<u>KONAWAENA</u> KEALAKEHE HI KONAWAENA HI KEALAKEHE INT KONAWAENA MD HOLUALOA HONAUNAU HOOKENA KAHAKAI KEALAKEHE KONAWAENA KE KULA O'EHUNUIKAIMALINO	<u>KOHALA</u> KOHALA HI KOHALA MD KOHALA <u>KAU/PAHALA</u> KAU HI / PAHALA EL NAALEHU EL/INT	
M A U I	<u>BALDWIN</u> BALDWIN HI IAO INT WAIHEE WAILUKU	<u>MAUI</u> MAUI HI LOKELANI INT MAUI WAENA INT KAHULUI KAMALII KIHEI LIHIKAI POMAIKAI	<u>LAHAINALUNA</u> LAHAINALUNA HI LAHAINA INT KING KAMEHAMEHA III NAHIENAENA	<u>LANAI</u> LANAI HI/EL <u>MOLOKAI</u> MOLOKAI HI MOLOKAI MD KAUNAKAKAI KILOHANA MAUNALO A	<u>KEKAULIKE</u> KEKAULIKE HI KALAMA INT HAIKU KULA MAKAWAO PAIA PUKALANI	<u>HANA</u> HANA HI/EL KEANAE
K A P A A	<u>KAPAA</u> KAPAA HI KAPAA MD HANALEI KAPAA KILAUEA	<u>KAUAI</u> KAUAI HI KAMAKAHELEI MD KAUMUALII KOLOA WILCOX	<u>WAI MEA</u> WAI MEA HI NIIHAU HI/INT WAI MEA CANYON MD ELEELE KALAHEO KEKAHA			

PUBLIC CHARTER SCHOOLS:

<u>HONOLULU</u> EDUCATION LAB NC HALAU KU MANA NC HALAU LOKAHI NC MYRON THOMPSON ACADEMY NC VOYAGER WAIALAE	<u>LEEWARD</u> HAWAII TECH ACADEMY KA WAIHONA O KA NAAUO NC KAMAILE <u>WINDWARD</u> HAKIPUU LEARNING CTR KE KULA O SAMUEL KAMAKAU LANIKAI	<u>HAWAII</u> CONNECTIONS NC HI ACAD OF ARTS & SCI INNOVATIONS KA UMEKE KAEO KANU O KA AINA NC KE ANA LAAHANA KONA PACIFIC KUA O KA LA O NAWAHIOKALANIPOU IKI	<u>HAWAII (CONT.)</u> VOLCANO ARTS/SCI WAI MEA MD WATERS OF LIFE NC WEST HI EXPLOR	<u>MAUI</u> KIHEI KUALAPUU <u>KAUAI</u> KANUIKAPONO KAWAIKINI NC KULA AUPUNI NIIHAU O KEKAHA LRNG CTR
---	--	--	--	--