Hawaii State Department of Education

Hawaii Teacher Standards Board Executive Director-Hawaii Teacher Standards Board, 73645 (2026-03797)

SALARY	$135,000.00 - $155,000.00 Annually	**LOCATION**	Hawaii Teacher Standards Board: 650 Iwilei Rd, Suite 268, Honolulu, HI 96817
JOB TYPE	Full-time 12-month	**JOB NUMBER**	2026-03797
DISTRICT / COMPLEX AREA	EO / HTSB	**SCHOOL / OFFICE**	EO / Hawaii Teacher Standards Board
OPENING DATE	10/16/2026	**CLOSING DATE**	10/25/2026 11:59 PM Hawaii
POSITION %	100%		

Description

Hawaii Teacher Standards Board's Mission and Vision

The Hawaii Teacher Standards Board (HTSB) envisions a highly esteemed Hawaii public education system with rigorous professional teacher standards that foster student success.

Starting salary range: $135,000 - $155,000 commensurate with experience.

Our mission is to collaboratively set high teacher licensing and credentialing standards to:

- Provide every child in Hawaii with qualified teachers.
- Promote professionalism and teaching excellence.
- Build public confidence in the teaching profession.
- Provide more accountability to the public.

The HSTB is established by Hawaii Revised Statutes (HRS) 302A-801 to 302A-808, is led by an Executive Director and is governed by a Board that is appointed by the Governor and confirmed by the State Senate.

HTSB seeks to fill the vacancy of the Executive Director. The Executive Director provides executive staff services to the members of the HTSB as assigned by the Chairperson; directs the effective operations of the HTSB office; assists and advises HTSB members in the direction of operations and activities of the Board as a whole; partners with stakeholders including educator preparation programs, legislators, and public schools; and performs other related duties as required.

Position Summary

The Executive Director of HTSB serves as the chief executive officer responsible for awarding licenses based on standards for quality teachers and advancing teacher professionalism. The Executive Director fulfills duties associated with four standards for the Executive Director (see a detailed list of responsibilities below):

1. Provides leadership to the HTSB Board and organization;
2. Promotes positive and effective communications with teachers, members of the Board and staff, and stakeholders;
3. Maintains high levels of professionalism and communications; and
4. Manages the full scope of the HTSB's administrative responsibilities for teacher licensing and related functions (e.g., approving educator preparation programs).

Reporting Relationship & Governance

Reporting directly to the Board, the Executive Director leads strategic visioning, manages daily administrative and fiscal operations, advocates for policies, and fosters key partnerships with stakeholders including the Hawaii State Department of Education (Department), local university teacher preparation programs, union leadership, and national credentialing bodies.

Examples of Duties

For a full description of the duties see link below:
Executive Director of the Hawaii Teacher Standards Board (HTSB)

Minimum Qualifications

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- Education: Master's or Law degree from an accredited institution in Education, Educational Leadership, Public Administration, Business Administration, Educational Policy, or a closely related field.
- Administrative & Leadership Experience: Minimum of eight (8) years of progressively responsible administrative or executive-level experience in education, regulatory bodies, or state/public agencies, including at least four (4) years in education, licensing, a regulatory field, or government.
- Budget & Operations Management: Demonstrated experience overseeing organizational budgets, managing public records/statutory compliance, and a minimum of two (2) years supervising professional staff.
- Policy & Legislative Engagement: Direct experience working with board governance, interpreting state/federal administrative rules, or interacting with legislative bodies and government agencies.
- Knowledge Base: Strong foundational understanding of teacher licensing, educator preparation program accreditation, and professional teaching standards.
- Professionalism: Able to work collaboratively with a track record of stakeholder coalition building, for example, building consensus and maintaining collaborative relationships across diverse groups—including teachers, union leadership, university deans, legislators, and community partners.
- Communication: Able to communicate effectively with Board, staff, Educator Preparation Providers, and stakeholders to build consensus on shared goals.
- Equivalent combination of training and experience will be considered.

Desired Qualifications

- Advanced Degree: Doctorate (Ed.D. Ph.D.) in Educational Leadership, Curriculum and Instruction, Education Policy, Law, Public Administration or other closely related fields.

- Licensure: Has held a teaching credential in a P-12 public school setting and/or National Board Certification.
- Hawaii Educational Context: Understanding of Hawaii's unique educational landscape, including the Department, local higher educator preparation program, state legislative processes, and HRS governing HTSB.
- National Standards Leadership: Experience with national credentialing bodies, National Board for Professional Teaching Standards (NBPTS) candidate support, or national teacher quality policy trends.
- Licensing Professional: Prior service in a leadership role for a state licensing board or educational commission.

Supplemental Information

HOW TO APPLY:
Please submit:
1) Letter of interest specific to the position, detailing how the applicant's experience relates to each of the minimum and desired qualifications;
2) Copy of the individual's resume or CV;
3) Unofficial transcript documenting degree completion (an official copy is required prior to hiring);
4) Applicant's current contact information including address, telephone, and email;
5) Contact for at least three references familiar with the applicant's work experience as related to this position;
* NOTE: Criminal background check will be required prior to employment.

SUBMITTAL OF APPLICATIONS:
Complete applications will be reviewed on a rolling basis and will continue until the position is filled.
Submit via email to:

Dr. Jamie Simpson Steele
HTSB Executive Director Search Committee
email: HTSB.ED.app@gmail.com
For additional questions, you may call: (808) 586-2601.

Benefits

12-month certificated employees enjoy a range of competitive benefits:

- **Holidays:** Employees observe paid holidays during the school year provided that all conditions under the respective collective bargaining agreement are met.
- **Vacation:** 12-month certificated employees earn 21 days per year.
- **Sick Leave:** 12-month certificated employees earn 21 days per year. Accumulated (unused) credits may be used toward computing retirement benefits.
- **Health Insurance:** If eligible, the State pays a part of the premiums for each employee's enrollment in a State sponsored Medical, Drug, Vision, and Adult Dental Plan.
- **Group Life Insurance:** The State provides a free life insurance policy for employees and retirees.
- **Premium Conversion Plan:** Participating employees may increase their take-home pay by having the State deduct the cost of health care premiums before payroll taxes are withheld.
- **Flexible Spending Accounts:** Eligible employees can reduce their federal and state income taxes and social security taxes through a tax-savings benefit program called Island Flex. This program allows employees to set aside money from their paychecks to pay for out-of-pocket health care expenses and eligible dependent care expenses on a BEFORE-TAX basis.
- **Retirement Plan:** The State contributes to a retirement plan for eligible employees. Generally, employees with at least 10 years of credited service and who have reached 62 years of age or have 30 years of credited service and

are 55 years old may retire and receive benefits.

- **Tax Shelter Annuity (TSA):** If eligible, Department employees are able to participate in a tax shelter annuity program. The TSA plan allows eligible employees to contribute pre-tax dollars to an employee-selected investment service provider authorized to provide TSA products.
- **Deferred Compensation:** The State offers employees a tax deferred (sheltered) retirement investment program. This program is an opportunity to build a retirement nest egg through voluntary payroll deductions. Several investment options are available.
- **Temporary Disability Insurance:** Qualified employees may be eligible to receive benefits for a disability caused by a non-work related injury or illness under this program.
- **Social Security:** As an employer, the State also contributes to an employee's social security account.
- **Workers' Compensation:** If an employee is injured while on the job, benefits covering medical expenses and partial wage support may be available through workers' compensation.
- **Union & Collective Bargaining:** Employees have the right to join the union for collective bargaining with the State and employee representation. Some employee unions provide discounts, insurance and other opportunities. Employees may also decide not to join a union, however, employees are required to pay union service fees unless the employee's job is excluded from collective bargaining.

The above is intended as a general summary of the benefits offered and is subject to change. This does not constitute a contract or binding agreement. Benefits vary by type of employment appointment and collective bargaining agreements.

Equal Opportunity

The Hawaii State Department of Education does not discriminate in its educational policies, programs, and activities on the basis of sex, race, color, religion, national origin, age, and disability in accordance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, and Americans with Disabilities Act of 1991. The Department does not discriminate in its employment policies, programs, and activities on the basis of sexual orientation, arrest and court record, and National Guard participation, as well as on the basis of sex, race, color, religion, national origin, age, and disability, in accordance with Title VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act of 1967, Americans with Disabilities Act of 1991, Equal Pay Act of 1963, and Chapter 378, Part I, Hawaii Revised Statutes.

Payday

New employees can expect their first paycheck within the first 3 pay periods of their start date. Payday is on the 5th and 20th (or previous business day) of every month.

Employer

Hawaii State Department of Education

Address

P.O. Box 2360

Honolulu, Hawaii, 96804

Website

https://www.hawaiipublicschools.org