Hawaii State Department of Education

Teacher Licensing Specialist II - Hawaii Teacher Standards Board, 603890 (2026-03695)

SALARY	$114,820.00 - $162,535.00 Annually	**LOCATION**	Hawaii Teacher Standards Board: 650 Iwilei Rd, Suite 268, Honolulu, HI 96817
JOB TYPE	Full-time 12-month	**JOB NUMBER**	2026-03695
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%	**POSITION NUMBER**	603890

Description

APPLICANTS MAY BE EDUCATIONAL OFFICERS, TEACHERS AND OTHER QUALIFIED INDIVIDUALS

SPECIAL INTERNAL / EXTERNAL

TYPE OF APPOINTMENT ISSUED: This position is excluded from the Educational Officers' Bargaining Unit and will be filled as a clear line appointment.

A WRITTEN EXAMINATION/ASSIGNMENT MAY BE ADMINISTERED TO HELP DETERMINE POSSESSION OF THE KNOWLEDGE AND ABILITIES PORTIONS OF THE MINIMUM QUALIFICATION REQUIREMENTS.

Examples of Duties

Under the general supervision of the Executive Director of the Hawaii Teacher Standards Board, the Teacher Licensing Specialist II:

1. Administers licensing for initial and renewed licenses and permits; manages the workflow of office assistant(s) or interns; implements a quality assurance plan to perform random review of teacher records; consults on local and out-of-state applications and renewals; recommends license approvals and renewals to the HTSB in cases where unusual circumstances must be considered.

2. Provides administrative and technical assistance related to license and permit requirements to the general public, agency staff, and government and elected officials; answers questions and explains licensing and permit codes; and supplies information regarding license and permit processing, policies, data, and procedures.

3. Helps to coordinate preservice and preparation, including the State Approval of Teacher Education programs and/or teacher residencies in Hawaii; prepares evaluation reports; reviews annual reports of approved programs. Assists in

coordinating Federal and State Reports; coordinates and compiles data related to teacher licensing which includes monitoring EPP program completer data, compiling, interpreting, and reporting teacher workforce data and submitting any required reports.

4. Reviews professional development programs and activities sponsored by the Hawaii Teacher Standards Board, including the National Board Certification candidate support program, Model Code of Ethics for Educators, convening of work groups, and any other initiative that HTSB undertakes.

5. Supports the licensure investigation functions of the HTSB and any investigator(s) into allegations made against licensees; recommends denials, suspensions, or revocations of licenses for cause. Coordinates with licensing system vendor to maintain accurate license and permit records in on-line licensing system. Supports activities related to licensure testing, including resolution of issues with testing and testing vendors.

6. Performs other related duties as assigned.

Minimum Qualifications

Education: Graduation from an accredited college or university with a bachelor's degree in education, business administration, or management.

Desired Education: Bachelor's degree in a field that supports the improvement of professional teaching practice.

Experience: Four (4) years of responsible professional work experience, of which one (1) year shall have been in an administrative or leadership role in an education program, agency or system.

***Combined Education and Experience*:** An equivalent combination of education and experience may be acceptable, as determined by the department. Substitutions can be considered for the requirement of experience in an education program, agency or system.

Knowledge: Leadership and group dynamics; organizational change and effectiveness; principles and practices pertinent to the areas of assignment; laws, rules, regulations and administrative procedures pertinent to the areas of assignment.

Desired Knowledge: Strategies for maintaining an orderly, efficient, and effective working environment; national trends in teacher standards/licensing, teacher preparation programs, teacher licensure assessment, and regulation of professional fitness of teachers.

Ability to: Provide analytical and technical services in the areas of assignment; communicate effectively with others both orally and in writing; operate computer and other business machines.

Desired Ability to: Monitor local and national trends as they relate to teacher licensure, preparation, and professional development; effectively monitor and direct staff.

Supplemental Information

SALARY RANGE: EOSR-7, $114,820 to $162,535.

Department of Education certificated employees will be placed on the salary range in accordance with Department regulations.

All others will be placed on the first step of $114,820.

NOTE: Department of Education employees will be placed on the salary range in accordance with Department regulations. All new external applicants will be placed on the initial step of the salary range. However, placement above the initial step of the salary range will be based on special characteristics and critical needs of the position, an applicant's exceptional qualifications, the availability of funds, and other relevant factors. Such appointments require prior approval.

WORK YEAR AND BENEFITS: This appointment will be on a 12-month basis with vacation and sick leave provided according to applicable regulations.

POSTING CYCLE: Vacant or unfilled positions may be internally and/or externally advertised on the 1st and/or 16th of any calendar month.

HOW TO APPLY: All materials submitted become the property of the Hawaii Department of Education and will not be returned to the applicant.

Visit the Hawaii Department of Education career page, listed below. Click on the title of the position you are interested in and click on the green APPLY button in the top righthand corner. Provide all relevant information for consideration including but not limited to your education, work experience, and certificates. It is optional to include a "Personal Statement" of what you can contribute to this specific position.

http://www.schooljobs.com/careers/hawaiipublicschools

Official transcripts (if not on file) must be submitted at the time of an official offer of employment. Transcripts may be sent by U.S. mail to the Office of Talent Management/EO Recruitment, P.O. Box 2360, Honolulu, HI 96804.

After you submit your online application, you will receive a system generated email acknowledging receipt of your application.

EDUCATIONAL OFFICER CONTRACTUAL AGREEMENT: Priority for appointments shall be given to qualified and tenured educational officers in that class who wish to move to that position through lateral transfer or a voluntary demotion and second to all other qualified educational officers with tenure.

APPROVED:

Robert Davis
Interim Assistant Superintendent
Office of Talent Management

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

Teacher Licensing Specialist II - Hawaii Teacher Standards Board, 603890 (2026-03695)
Supplemental Questionnaire

*QUESTION 1

INTERNAL APPLICATION QUALIFICATION:

Are you a current salaried employee who is a tenured educational officer or was previously a tenured educational officer in the Hawai`i State Department of Education?

- ◯ Yes
- ◯ No

* Required Question