EMPLOYEE BENEFITS

The State of Hawai‘i and HIDOE offer many benefits for eligible employees, including:

PAID SICK LEAVE: 10-month full-time employees in service on the first work day of the school year shall have 18 days of sick leave credited at the beginning of the school year. Employees entering service for the school term on a date after the official start of the teacher work year shall have their number of sick leave days adjusted accordingly. Up to six (6) of these days may be used for Personal/Professional Development Leave days which may be used for personal business that can be transacted only during school hours.

PENSION: Through the Hawaii Employees’ Retirement System (ERS). Employees hired on or after July 1, 2012, for any period exceeding three (3) months and serving in positions requiring at least one-half of full-time equivalent, become members of the Hybrid plan. A mandatory pretax contribution equal to 8% of an employee’s gross monthly salary is required. For more information, please contact the ERS at 808-586-1735 or visit www.ers.ehawaii.gov.

HEALTH: Benefits are offered by the Employer-Union Health Benefits Trust Fund (EUTF). Plans for medical/chiropractic, prescription drug, dental and vision require co-payments by the employer and employee. For more information, please contact the EUTF at 808-586-7390 (O‘ahu) or 1-800-295-0089 (Neighbor Islands) or visit eutf.hawaii.gov.

PREMIUM CONVERSION PLAN (PCP): Increase take home pay by having the Employer deduct the cost of health benefits premiums from pay before taxes are withheld.

TAX-SHELTERED ANNUITY: Employees may make pre-tax contributions through payroll deductions and provide supplemental income to regular retirement benefits. For more information, please contact the Employee Benefits Unit, Office of Talent Management, at 808-441-8310 or visit www.hawaiidoe403b.com.

DEFERRED COMPENSATION PLAN: The Island Savings Plan is a voluntary pre-tax retirement savings plan. For more information, call 1-888-712-5642 or visit island savings.com/prepare4retirement.

FLEXIBLE SPENDING ACCOUNTS: The State’s Island Flex flexible spending account offers two ways to reduce employees’ federal and state withholding taxes and social security taxes: 1) Medical Flexible Spending Account (Medical FSA) allows employees to pay eligible out-of-pocket unreimbursed health care expenses on a before-tax basis, 2) Dependent Care Flexible Spending Account allows employees to pay for eligible dependent care expenses on a before-tax basis. For more information, contact Comprehensive Financial Planning, Inc. at 808-596-7006 (Oahu) or 1-877-550-5552 (Neighbor Islands), or visit www.comfinplan.com.

WORKERS’ COMPENSATION BENEFITS: Benefits are available for employees who suffer work-related injury or illness. For additional information, please contact the Workers’ Compensation Unit, Office of Talent Management, at 808-441-8484.

TEMPORARY DISABILITY INSURANCE BENEFITS: Employees who suffer a non-work related injury or illness may be eligible for temporary disability benefits to replace a portion of wages up to a maximum of 26 weeks if all requirements are met. For more information, contact the Employee Background Check Unit, Office of Talent Management, at 808-441-8322.

LIVING & WORKING IN HAWAII

For more information about working and living in Hawai‘i, visit the official website for the Aloha State, hawaii.gov, and get to know the Islands via the Hawaii Visitors Bureau: www.gohawaii.com.

GET TO KNOW HDOE

- View our Bright Spots map to see how different educational approaches are creating student success: bit.ly/HIDOE-BrightSpots.
- Our Strive HI System accounts for multiple factors in student success, including achievement, reducing the achievement gap, readiness and more. Learn more: bit.ly/StriveHISystem.
- Connect with us on social media and our website: HawaiiPublicSchools.org

EQUAL OPPORTUNITY

HIDOE 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. HIDOE 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.

Education in Hawaii

Office of Talent Management
Teacher Recruitment, Personnel Management Branch
Hawaii State Department of Education
January 2019
ABOUT HDOE
The Hawaiʻi State Department of Education (HDOE) is the ninth-largest U.S. school district and the only statewide educational system in the country. It is comprised of 256 public schools and 36 charters, and serves about 180,000 students across six islands. King Kamehameha III established Hawaiʻi’s public school system in 1840. Schools are viewed as partnerships involving students, teachers, parents, administration, business, and the community.

EXCELLENCE IN EDUCATION
OUR VISION: Hawaiʻi’s students are educated, healthy, and joyful lifelong learners who contribute positively to our community and global society.
OUR MISSION: We serve our community by developing the academic achievement, character, and social-emotional well being of our students to the fullest potential. We work with partners, families, and communities to ensure that all students reach their aspirations, from early learning through college, career, and citizenship.

STRATEGIC PLAN: Our governing document sets an expectation of equity and excellence grounded in three goals: Student Success, Staff Success, and Successful Systems of Support. These goals are achieved via three high-impact strategies: School Design, Teacher Collaboration, and Student Voice.

NA HOPENA AʻO: A framework to develop the skills, behaviors and dispositions that are reminiscent of Hawaiʻi’s unique context, and to honor the qualities and values of the indigenous language and culture of Hawaiʻi.


EMPLOYMENT OPPORTUNITIES
HDOE employs about 13,000 teachers, librarians, and counselors. Job opportunities are available on all islands: O‘ahu, Hawai‘i, Maui, Moloka‘i, Lana‘i, and Kaua‘i. The greatest demand for teachers occurs on the neighbor islands and in the more rural areas of O‘ahu, away from the major population center of Honolulu.

WHAT WE ARE LOOKING FOR
Professional educators are the cornerstone of our mission to prepare Hawai‘i’s students for college, career, and community. Teaching in Hawai‘i means personal involvement in making school improvements through dedicated, creative collaboration at all levels of the school system. We are looking for teachers who are caring, competent, effective, and committed to obtaining the best results for our students. Hawai‘i is a special place with students representing a variety of ethnic and cultural backgrounds. Therefore, the professional staff should be cognizant of the enriching contributions that students can make to the teaching-learning environment.

QUALIFICATIONS
Applicants must have a bachelor’s degree from a regionally accredited college or university. Priority for scheduling of the structured/state-level interview and application processing is given to those who have obtained a teaching license issued by the Hawaiʻi Teacher Standards Board (HTSB). Learn more: www.htsb.org.

Sometime an individual is permitted to begin employment without possessing a teaching license. In these cases, employment is temporary to a maximum of three (3) school years.

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Tenure
Teachers are eligible for tenure after serving a minimum of six (6) semesters of probation. Every probationary teacher must complete at least two (2) consecutive annual overall performance reviews with a rating of Effective or better to gain tenure within this period. A teacher must possess a teaching license issued by HTSB and meet other requirements before starting probation.

salary
The collective bargaining contract establishes the annual salary rates for new teachers. This information is published annually in the Teachers’ Salary Schedule on the “Working in Hawaiʻi” section of the HDOE website: www.hawaiipublicschools.org.

Up to six (6) years of non-HDOE teaching experience is accepted for salary placement. Experience must be verified before being credited, and in a recognized K-12 public or private school. Certain active military experience, up to four (4) years, may also be used in combination with acceptable teaching experience for salary credit, allowing an individual to enter at a higher step. A combination of teaching and military experience may not exceed six (6) years.

PERFORMANCE EXPECTATIONS
Our teachers must:
• be dedicated to the profession and to the students;
• have result-producing attitudes and abilities;
• perceive learners as individuals, and empathize with them;
• lead by example and empower students to become literate, caring, effective, and constructive members of society.

EDUCATOR EFFECTIVENESS: Our evaluation system sets clear expectations for effective teaching, provides educators with quality feedback and support to improve their effectiveness with students, and informs professional development. Learn more: bit.ly/HDOEee.

INSTRUCTION & MENTORING: Every beginning teacher in the first three years of the profession participates in a comprehensive induction program. The system of support includes working with a highly skilled, trained instructional mentor to accelerate teacher effectiveness and student learning, a maximum student-teacher ratio of 15:1, and more. Learn more: bit.ly/HDOEiu.

APPLICATION PROCESS
If you meet the requirements for teaching and have a strong desire to nurture and develop students, HDOE encourages you to apply for teaching or specialist positions in our public schools. (School librarians and school counselors are specialist positions.) The application process consists of three (3) steps:

1) Submit an online application, along with supporting documentation, by visiting www.hawaiipublicschools.org and going to the “Job Opportunities” page, then click the “HDOE Jobs” link to launch our system. Direct link: bit.ly/HDOEjobs

2) Create a teaching StyleProfile. You will receive an email from our third-party vendor providing you with instructions.

3) Complete a structured/state-level interview with an authorized HDOE representative.

If you qualify and successfully complete the application process, your name enters the HDOE teacher hiring pool. The Personnel Regional Office refers a list of eligible applicants to each vacancy for employment consideration and selection. The school principal and/or designated representative will consider and interview referred candidates, and make a final selection.

Referrals from the applicant pool are made when the requirements of the vacancy are matched with a candidate’s strengths based on HDOE’s assessments of application information — academic preparation, teaching experience, personal interview results, college transcripts, geographic and grade level placement preferences, etc. Depending on the hiring demands for your teaching specialty, you may be referred to many school interviews before being hired.

QUESTIONS: Please contact our Teacher Recruitment team.

• 808-441-8444
• Teacher_Recruitment@hawaiidoe.org
• Hawai‘i State Department of Education, Teacher Recruitment Unit, P.O. Box 2360, Honolulu, HI 96804

HDOE’s eHR website features our database of jobs and our online application system. Visit bit.ly/HDOEjobs.