

New Business Item 13-28

Introduced 2/21/14

Approved 2/21/14

TITLE: Revision of HTSB Licensing Specialist Education Requirements

The Hawaii Teacher Standards Board approves the attached minimum qualification requirements for the HTSB Licensing Specialist position and directs the Executive Director to work with the Department of Education Office of Human Resources to revise the job description and post this position.

Submitted by: Terry Lynn Holck

Referred to: Budget, Personnel and Strategic Planning Committee

LICENSING SPECIALIST II / I (TRAINEE)

Duties and Responsibilities:

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

1. Administers the licensing program for initial and renewed licenses and permits; manages the workflow of licensing clerks in consultation with Clerk Supervisor; 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. Administers the licensure investigation functions of the HTSB and manages the work of any investigator(s) into allegations made against licensees; recommends denials, suspensions or revocations of licenses for cause.
3. Coordinates with vendor to maintain accurate license and permit records in online licensing system.
4. Communicates with other state licensing agencies and national organizations to stay abreast of current licensing issues.
5. Provides technical services in interpreting HTSB policies and regulations which pertain to teacher licensure, including resolving licensure cases of teachers and applicants.
6. Participates in all matters related to teacher quality and sustainability issues and in special projects.
7. Performs additional duties (e.g., providing technical assistance to staff, providing support for legislative matters, participating in task forces and special committees) as assigned by the HTSB Executive Director.

Training and Experience

Graduation from an accredited college or university with a minimum of a bachelor's degree in education or business administration with specialization in human resource management.

Four (4) years of responsible professional work experience, of which two (2) years shall have been in an administrative or leadership role in a school or district.

Knowledge of: Personnel administration; leadership and group dynamics; organizational change and effectiveness; strategies for maintaining an orderly, efficient and effective working environment; national trends in: teacher standards

and licensing; teacher preparation programs; teacher licensure assessment; regulation of professional fitness of teachers; laws, rules, regulations and administrative procedures pertinent to the areas of assignment.

Ability to: Provide analytical and technical services in human resource management in the areas of assignment; communicate effectively with others both orally and in writing; monitor local and national trends as they relate to teacher licensure; effectively monitor and direct staff; use technology for communication and administrative functions.

Equivalencies for Training:

1. Completion of the Department's traineeship for the District Personnel Specialist class series; or
2. Current or prior appointment to a District or Personnel Specialist II or higher class; or
3. Bachelor's degree from an accredited college or university plus five (5) years of professional work experience which involved responsibility for human resource management.

Equivalencies for Experience:

The following meet two (2) of the four required years of experience:

1. Two (2) years of professional work experience which involved responsibility for human resource management, or cumulative equivalent experience; or
2. A master's degree in education or business administration from an accredited college/university; or
3. Appointment to any of the 12-month educational officer specialist classes; or
4. Five (5) years experience as a school principal or vice-principal.

MINIMUM QUALIFICATION REQUIREMENTS: LICENSING SPECIALIST I (TRAINEE)

Graduation from an accredited college or university with a bachelor's degree in education or business administration with specialization in human resource management.

Two (2) years of responsible professional work experience in a school administrative or leadership role or in one or more specialized areas of human resource management.

Current knowledge of: Personnel administration; leadership and group dynamics; organizational change and effectiveness; strategies for maintaining an orderly, efficient and effective working environment; national trends in: teacher standards and licensing; teacher preparation programs; teacher licensure assessment; regulation of professional fitness of teachers; laws, rules, regulations and administrative procedures pertinent to the areas of assignment.

Ability to: Perform studies and recommend actions based on findings in the areas of assignment; communicate effectively with others both orally and in writing; operate computer and other business machines; learn laws, rules, regulations and administrative procedures pertinent to the areas of assignment.

Equivalencies for Training:

1. Bachelor's degree in any field from an accredited college or university plus two (2) years of professional work experience in an administrative or leadership role in a school or district or which involved responsibility for personnel administration or cumulative equivalent experience; or
2. Completion of the Department's School Administration Program; or
3. Bachelor's degree from an accredited college or university and appointment to any of the 12-month educational officer specialist II classes.

Equivalencies for Experience:

1. Two (2) years of professional work experience which involved responsibility for personnel administration, or cumulative equivalent experience; or
2. A master's degree in education or business administration from an accredited college or university; or
3. Appointment to any of the 12-month educational officer specialist II classes; or
4. Five (5) years experience as a school principal or vice-principal.