

**New Business Item 14-33**

Introduced 6/19/15

Approved 6/19/15

**TITLE: Revision of Specialist Job Descriptions**

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The Hawaii Teacher Standards Board approves the following revision to the following specialist positions:

Licensing Specialist, position number 69987  
Education Specialist, position number 74675

These changes align both positions to support a team approach to licensure evaluation and customer service support. Both specialists will be “Licensing Specialists” and have the following responsibilities:

<b>DUTIES</b>	
1. Administers the licensing program for initial and renewed licenses and permits; manages the workflow of licensing clerks; 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.	60%
2. 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.	5%
3. Coordinates with licensing system vendor to maintain accurate license and permit records in online licensing system.	5%
4. Reviews professional development programs and activities sponsored by the Hawaii Teacher Standards Board, including the National Board Certification candidate support program.	5%
5. Helps to coordinate preservice preparation, including the State Approval of Teacher Education programs in Hawaii; prepares evaluation reports; reviews annual reports of approved programs.	5%
6. Conducts periodic reviews and updates of standards for program approval in collaboration with stakeholders.	5%
7. Coordinates the Title II HEA State Report; coordinates and	5%

compiles data related to teacher licensing which includes monitoring EPP program completer data, compiling, interpreting and reporting teacher workforce data and submitting the Hawaii Annual Report to the USDOE.	
8. Supports activities related to licensure testing, including resolution of issues with testing and testing vendors.	5%
9. Performs additional duties as assigned by the HTSB Executive Director.	5%

**Submitted by:** Terry Lynn Holck

**Referred to:** Budget, Personnel & Strategic Planning Committee