

**New Business Item 17-24**  
 Introduced January 19, 2018  
 Approved January 19, 2018

**TITLE: Redescription of Licensing Specialist Position Number 69987**

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The Hawaii Teacher Standards Board approves the redescription of Licensing Specialist Position number 69987 as follows:

Duties, responsibilities, and essential functions.	% of Time	Essential Function
1. Administers the licensing program for 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 Executive Director in cases where unusual circumstances must be considered.	50%	E
2. Helps to coordinate preservice preparation, including the State Approval of Teacher Education programs in Hawaii; prepares evaluation reports; reviews annual reports of approved programs.	20%	E
3. Supports the licensure investigation functions of the HTSB and any investigator(s) into allegations made against licensees.	10%	E
4. Supports activities related to licensure testing, including resolution of issues with testing and testing vendors.	10%	E
5. Coordinates the Title II HEA State Report; coordinates and 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.	5%	E
6. Performs additional duties as assigned by the HTSB Executive Director.	5%	

**Submitted by:** Felicia Villalobos

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