

VACANCY ANNOUNCEMENT



HAWAI'I TEACHER
STANDARDS BOARD

State of Hawaii

650 Iwilei Road, Suite 268, Honolulu, HI 96817

November 14, 2021

APPLICATION PERIOD:
November 14, 2021 – December 13, 2021, 11:59 p.m. HST

EXECUTIVE DIRECTOR **Position Number 73645**

This is to announce the vacancy of the Executive Director of the Hawai'i Teacher Standards Board, effective July 1, 2022. The Executive Director provides executive staff services to the members of the Hawai'i Teacher Standards Board as assigned by the Chairperson; directs the effective operations of the Hawai'i Teacher Standards Board office; assists and advises Hawai'i Teacher Standards Board members in the direction of operations and activities of the Board as a whole; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS: This position is distinguished by its responsibility to provide a variety of executive staff services to the members of the Hawai'i Teacher Standards Board, to assist Board members in the development of Board plans, activities, budget, rules, policies and procedures, and to direct the effective operations of the office of the Hawai'i Teacher Standards Board. This position is given wide latitude in the planning, organizing and implementing of executive staff assignments.

TYPE OF APPOINTMENT ISSUED: There is no tenure or guarantee of re-employment. The appointment will be for a period of up to four (4) years based upon annual performance reviews.

MINIMUM QUALIFICATION REQUIREMENTS:

Training: Graduation from an accredited college or university with a minimum of a master's degree in the education field.

Experience: Ten (10) years of responsible work experience, primarily in an education field, with experience in an administrative or leadership role. Experience with budgeting and supervision of personnel preferred.

Current Knowledge of: National trends in teacher standards and licensing and other policies relating to teacher quality; national trends in teacher preparation programs and standards; applicable federal and state statutes, laws, regulations, procedures, and contractual provisions; administrative functions including the hiring, supervision and evaluation of staff, and fiscal operations; strategies for maintaining a safe, orderly, efficient and effective working environment.

Ability to: Communicate and interact openly and effectively with various public and private constituents; promote the advancement of the teaching profession; monitor local and national trends as they pertain to education, teacher preparation and licensing; advocate and lead public policy formation; develop and recommend policies and programs to the Board and implement policies, procedures and programs of the Board; effectively monitor and direct staff; develop and oversee the operating budget; maintain public records of the board; effectively use technology for communication and administrative functions.

EXECUTIVE DIRECTOR

Duties and Responsibilities:

Under the direction of the Hawai'i Teacher Standards Board and working with the Board Chair, the Executive Director is responsible for:

- Providing leadership to the Hawai'i Teacher Standards Board (HTSB) and its staff;
- Promoting positive and effective communications with teachers and other school personnel, members of the teacher education community, staff, members of the Board, legislators, and the general public;
- Managing the full scope of Board administrative responsibilities.

A copy of the Executive Director's job description is available upon request.

ANNUAL SALARY RANGE: Starting at \$115,000 to \$125,000 based on experience.

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

HOW TO APPLY:

Applicants must submit:

- A letter of interest specific to the position;
- A copy of the individual's résumé or vita;
- An unofficial transcript documenting degree completion (an official copy is required prior to hiring);
- Applicant's current contact information including address, telephone, and email;
- Contact information for at least three references familiar with the applicant's work.

SUBMITTAL OF APPLICATIONS: Complete applications will be reviewed beginning December 14, 2021 and will continue until the position is filled. Applications will be accepted from November 14, 2021 to December 13, 2021 at 11:59 pm HST, no exceptions. Due to the COVID pandemic, applications can only be submitted and accepted via email to:

Mr. Branden Kawazoe, HTSB Chairperson, at email address: htsb.app@gmail.com

You will receive a confirmation email to verify receipt of your application.

INTERVIEW: Please make arrangements to be available for an interview when you are contacted. Interviews will be scheduled by the Hawai'i Teacher Standards Board. Interviews will be conducted either in-person or virtually, based on COVID-19 protocols.

WRITING SAMPLE: A writing assessment will be administered prior to the scheduled interview.

All materials submitted become the property of the Hawai'i Teacher Standards Board and will not be returned to applicant.

CRIMINAL BACKGROUND CHECK: A criminal background check will be conducted prior to employment.

For additional questions, you may call (808) 586-2601.

The Hawai'i Teacher Standards Board is an affirmative action and equal opportunity employer. For further information, please see the *Department of Education, State of Hawaii, Employee and Applicant Non-Discrimination Policy* at:

<https://www.hawaiipublicschools.org/DOE%20Forms/Civil%20Rights/NonDiscrimEmployeesApplicants.pdf>