



**STATE OF HAWAII
DEPARTMENT OF EDUCATION**

P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF TALENT MANAGEMENT

June 15, 2020

TO: Principals (All)
Teachers (All)

FROM: Cynthia A. Covell *Cynthia A. Covell*
Assistant Superintendent Cynthia A. Covell (Jun 17, 2020 07:58 HST)

SUBJECT: **Eligibility Criteria for Classroom Teacher Shortage Differentials for School Year 2020-2021**

Per the memo dated December 20, 2019, titled *Shortage Differential Implementation for Classroom Teachers in Special Education, Hard-to-Staff Locations, and Hawaiian Language Immersion Programs*, the Department of Education (Department) provided additional compensation for certain teachers. These differentials went into effect on January 7, 2020.

Based on information gathered during School Year (SY) 2019-2020, updates to the original memo have been made to ensure the criteria previously outlined aligns with the original intent for the shortage differentials. Therefore, this memo supersedes the December 20, 2019 memo.

General criteria applicable to all shortage differentials:

- Applicable to only Bargaining Unit 5 positions, regardless of 10-month or 12-month designation;
- Applicable to only teachers teaching in Department schools, unless otherwise stated;
- Individuals must be in classroom teaching positions that are providing direct instruction and services to students unless otherwise stated;
- Individuals must possess the appropriate subject area(s)/teaching field(s) on a Provisional, Standard, or Advanced license issued by the Hawaii Teacher Standards Board (HTSB);
- The amount will be adjusted based on the position's full-time equivalency (FTE);
- The effective date of the differential payout will be based on when individuals obtain the appropriate subject area(s)/teaching field(s) on licenses issued by HTSB; and
- Individuals must be on a paid status and cannot be on leave without pay.

Additional criteria applicable to specific shortage differentials:

I. Special Education (*\$10,000 Annual Shortage Differential*)

- a.** Possess a valid Provisional, Standard, or Advanced license issued by the HTSB with the subject area/teaching field of Special Education, regardless of specialty and grade span; and
- b.** Assigned to school-level Special Education Teacher or Special Education Teacher/Pre-School titled positions.

There may be situations where individuals are assigned to provide direct instruction and services to students in a Special Education setting, but they may not be in a position titled Special Education Teacher. Such individuals licensed in Special Education may qualify for the differential if they meet the above instruction and services requirement. In cases where a teacher is working in a designated inclusion setting, the teacher should be:

- A Care Coordinator for the special education student(s); and
- The “teacher of record” for special education students providing instructional minutes (vs. consultation minutes) as prescribed in an Individualized Education Program, collect data and report grades/progress reports on students.

In addition, individuals licensed in Special Education who are assigned to district-level or itinerant positions but provide direct instruction and services to students at specific schools may also qualify for the differential.

It is recommended that the Principal or Educational Specialist supervising the position consider updating the position title or s/he will need to submit an exception request to the Office of Talent Management (OTM) for review to have the teacher qualify for the differential.

The exception request Google form can be accessed at <http://bit.ly/tchdiff>. Again, it is recommended to change the position title instead of submitting an exception request. If the position is funded via the Weighted Student Formula or the Special Education Per Pupil Allocation, submitting a buy and sell request may be required.

Due to the special school status of the Hawaii School for the Deaf and the Blind, all classroom teacher type positions (including Special School Teacher titled positions) will be considered eligible for the differential, provided the individual meets all other specified criteria.

Public Charter School (PCS) teachers employed by their PCS but assigned to positions funded through Department allocated Special Education funds are eligible for this differential. The PCS teachers must be teaching in a Special Education Teacher or Special Education Teacher/Pre-School Teacher titled position. The Department will process and pay for the shortage differentials for eligible teachers in these types of Department-funded positions.

II. Hard-to-Staff Locations (*\$3,000 - \$8,000 Annual Shortage Differential*)

- a. Possess a valid Provisional, Standard, or Advanced license issued by the HTSB, regardless of subject area/teaching field and current teaching assignment; and
- b. Assigned to a school-level position at a school identified as hard-to-staff, regardless if the position is a classroom or certificated support personnel position.

All teachers who are licensed and assigned to a school-level position in a school identified as hard-to-staff are eligible for the differential. The teacher will receive the differential regardless if the assignment is in a classroom position providing direct instruction and services to students. The position cannot be itinerant, nor can the instruction/services provided at the school be intermittent.

The following chart depicts the qualifying complexes and the corresponding annual differential amount.

Tier	Qualifying Hard-to-Staff Complexes	Annual Differential
1	Hawaii District: Keaau and Pahoia	\$3,000
2	Hawaii District: Kealakehe, Kohala, and Konawaena Maui District: Lahainaluna	\$5,000
3	Hawaii District: Honokaa and Kau	\$7,500
4	Maui District: Hana, Lanai, and Molokai Leeward District: Nanakuli and Waianae Special Schools: Olomana School and HSDB	\$8,000

PCS teachers employed by their PCS but assigned to positions funded through Department allocated Special Education funds are eligible for this differential. The PCS teachers must be teaching in a Special Education Teacher, Special Education Teacher/Pre-School, or General Education/Article VI Teacher titled position. The Department will process and pay for the shortage differentials for eligible teachers in these types of Department-funded positions.

III. Hawaiian Language Immersion (*\$8,000 Annual Shortage Differential*)

- a. Possess a valid Provisional, Standard, or Advanced license issued by the HTSB with the subject area/teaching field of either Hawaiian Language Immersion or Kaia'ōlelo-Kaiapuni Hawaii, regardless of grade span, or

Possess a valid Provisional, Standard, or Advanced license issued by the HTSB, regardless of subject area/teaching field and current teaching assignment, and have been deemed fluent in the Hawaiian language; and

- b. Assigned to a school-level position identified as being a part of the Hawaiian Language Immersion Program.

As of January 7, 2020, to meet the fluency requirement for the differential, individuals without a Hawaiian Immersion or Kaia'ōlelo-Kaiapuni Hawaii license will need to provide evidence of Hawaiian Language fluency for one of the following options:

1. Passing a Hawaiian Language oral proficiency exam at his or her own expense (e.g., KHAW/HAW 490);
2. Providing a diploma or official transcript that s/he is a graduate of a Kaiapuni High School; and
3. Demonstrating completion of 30 semester credit hours* of non-introductory Hawaiian Language courses (beyond 202) including:
 - 12 semester credit hours* in continuing Hawaiian Language courses (301, 302, 401, and 402);
 - A minimum of 6 semester credit hours in Hawaiian language elective courses at the 300-400 level in various content areas; and
 - The remaining 12 semester credit hours may include non-introductory Hawaiian Knowledge courses to enhance the Hawaiian Language worldview (to be determined on a case-by-case basis);
 - A transcript analysis will be completed for the 30 acceptable semester credit hours submitted.

* = or credit by examination

If there are individuals in Hawaiian Language Immersion Program teaching lines, but the positions were not previously identified as such, the Principal will need to submit an exception request to the OTM for review to have the teachers qualify for the differential. The exception request Google form can be accessed at <http://bit.ly/tchdiff>.

Due to Ke Kula Kaiapuni o Anuenue and Ke Kula o Ehunuikaimalino being full immersion schools, all classroom teacher type positions will be considered eligible for the differential, provided the individual meets all other specified criteria.

To view a list of frequently asked questions and answers, individuals are encouraged to log onto the Department's intranet website and view the document titled *Teacher Compensation Shortage Differential – Frequently Asked Questions*. It can be found on the Office of Talent Management's webpage under the *What's New* section or at <http://bit.ly/2PYE1JR>.

Should you have any questions, please contact Kimberly Miyamoto, Personnel Specialist, at (808) 441-8437, or via e-mail at Kimberly.Miyamoto@k12.hi.us. Should you have any questions regarding the changing of position titles, please contact your respective Certificated Personnel Regional Officer. Should you have any questions regarding being deemed fluent in the Hawaiian language, please contact Anela Iwane, Educational Specialist, at (808) 784-6070, or via e-mail at Anela.Iwane@k12.hi.us.

CAC:km

- c: Superintendent
- Deputy Superintendent
- Assistant Superintendents
- Complex Area Superintendents
- Office of Fiscal Services - Budget Branch
- Office of Hawaiian Education
- Office of Student Support Services – Exceptional Support Branch
- Hawaii State Teachers Association
- Hawaii Government Employees Association, Unit 06
- Hawaii Public Charter Schools Commission
- Director, Personnel Assistance Branch
- Director, Personnel Development Branch
- Director, Personnel Management Branch; Recruitment and Employment Section;
Certificated Personnel Regional Officers; Employee Records and Transactions -
Certificated Transactions Unit; Classification and Compensation Section