



STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF TALENT MANAGEMENT

February 10, 2021

TO: Assistant Superintendents
Complex Area Superintendents
Principals (All)
Directors (All)
Personnel Regional Officers

FROM: Dr. Cynthia A. Covell *Cynthia A. Covell*
Assistant Superintendent

SUBJECT: **Revised Teacher Assignment and Transfer Program Posting, Interview, and Selection Dates for School Year 2021-2022**

Per the memo, *Update on Projected School Budgets and Teacher Assignment and Transfer Program Timeline*, dated January 29, 2021, revisions have been made to the Teacher Assignment and Transfer Program (TATP) posting, interview, and selection deadline dates for School Year (SY) 2021-2022. The changes are noted in the table below.

1. **Vacancy Posting Announcements:**

There will be two (2) posting announcements as follows:

	Original Dates	Revised Dates
TATP Posting #1	February 23 – March 4, 2021	March 22 – March 29, 2021
Interview and Selection	March 5 – March 25, 2021	March 30 – April 12, 2021
TATP Posting #2	April 12 – April 16, 2021	April 26 – April 29, 2021
Interview and Selection	April 19 – May 3, 2021	April 30 – May 10, 2021

2. **Online TATP Program:**

Teachers will be utilizing the online TATP Application Process in the Electronic Human Resources (eHR) to apply for advertised vacancies in TATP Posting #1 and Posting #2. Principals and Directors will have the capability to access their online applications and

subsequently, complete the selection process utilizing the TATP Selection and Hire Process in eHR.

The online TATP Application Process will be accessible to teachers beginning **March 22, 2021**.

Teachers who are eligible to apply for any of the listed vacancies in TATP but are not able to access the online TATP application should contact the Teacher Reclassification Unit at (808) 441-8383 for assistance.

3. Posted in TATP:

All positions occupied by probationary teachers in their fifth and sixth semester of probation, National Board Certified teachers in their last semester of probation, and general and special education positions occupied by non-licensed teachers will be posted during the TATP Posting #1 period.

Teachers who are in their first, second, third, and fourth semester of probation, including probationary teachers who have had their probation extended, will remain in their position. Their position will not be posted on the advertised announcements. As a reminder, however, probationary teachers will not remain in place if there is a displaced tenured teacher with a license for that position.

Each vacancy will only be listed once. If there is no qualified applicant, the vacancy will be filled by the rehiring of a qualified non-tenured teacher, if available, before moving to hire a new employee.

4. Probationary Teachers Limited Transfer:

Probationary teachers serving in their fifth and sixth semester of probation and National Board Certified teachers in their last semester of probation may apply for vacancies listed only on the TATP Posting #1, including their current position if announced during this time. If a transfer is not consummated, these teachers will be re-employed to existing vacancies, in accordance with the established guidelines for filling vacant teacher positions.

5. Advertising Anticipated Vacancies:

Schools/offices may advertise anticipated vacancies due to a resignation, retirement, or separation from service. Teachers are encouraged to inform their administrators of their upcoming resignation, retirement, or separation from service as soon as possible by submitting the necessary documents by **March 23, 2021**, to the Office of Talent Management (OTM), so anticipated vacancies can be included in TATP Posting #2.

Applicants seeking to transfer into these anticipated vacant positions must understand that it is a conditional transfer and can only be consummated if the position becomes vacant. Should it not become vacant, the applicant will return to his/her former position.

6. Consummating a Transfer:

Teachers interested in consummating a transfer to a school must possess a current Hawaii Teacher Standards Board (HTSB) license in the subject and grade level of the vacancy being advertised.

Teachers interested in consummating a transfer to schools currently designated as Comprehensive Support and Improvement (CSI) and Targeted Support and Improvement (TSI) schools will be allowed to transfer if they hold either a current HTSB license in the subject and grade level of the vacancy being advertised, **or** are highly qualified in the subject area and grade level for that vacancy in accordance with the Every Student Succeeds Act. A listing of CSI and TSI schools have been included in the Posting Report for TATP Posting #1 and Posting #2.

Teachers interested in accepting a teaching position with a Public Charter School must consummate their movement by the end of the TATP Posting #1 (April 12, 2021). Teachers should complete and route Form DOE OTM 600-009, *Notification of Acceptance of a Charter School Position*, and Form DOE OTM 300-011, *Separation From Service* to the appropriate offices.

- TATP Quick Sheets for Principals and Directors and Posting #1 and Posting #2:**
TATP Quick Sheets to assist Principals and Directors with the Online Selection and Hire Process and hardcopies of Posting #1 and Posting #2 can be downloaded from the Department of Education's (DOE) website listed below.

<https://hidoeotm.org/tatp>

- DOE OTM Forms:**
Form DOE OTM 200-008, *Teacher Transfer Program Interview Assessment* and other DOE OTM forms can be downloaded through the DOE's Intranet website below. To access these forms, your DOE **username** and **password** must be entered.

<https://hidoe.sharepoint.com/sites/offices-otm/OHR%20Forms/Forms/ListView.aspx>

NOTE: Your username is your employee ID number. Your password is your intranet password. If you do not have a DOE intranet password or are experiencing log-in difficulties, contact the IT Help Desk at 564-6000 between the hours of 7:45 a.m. and 4:30 p.m. Hawaii standard time, Monday through Friday, except State/Federal holidays.

- TATP Timeline:**
Please refer to the attached chart, which describes the roles and responsibilities of each group involved in the TATP to ensure that the assigned tasks are completed by the indicated dates.

Should you have questions or concerns regarding this subject, please contact Grace Takai, Personnel Specialist at (808) 441-8383 or via e-mail at grace.takai@k12.hi.us.

CAC:gt
Attachment

c: Phyllis Unebasami, Deputy Superintendent

Revised February 2021

2021-2022 TEACHER ASSIGNMENT AND TRANSFER PROGRAM (TATP) TIMELINE

The chart below describes the roles and responsibilities of each role group involved in the TATP.

DATES	WHO	TASK
March 1, 2021 to March 5, 2021 (5 calendar days)	Principals/Directors	The Electronic Human Resources (eHR) will automatically generate TATP Posting #1. Principals/Directors may update the subject course area if needed and withhold any positions from being posted in TATP Posting #1. Deadline for Principals/Directors to submit TATP Posting #1 vacancies to the Personnel Regional Officers (PROs) is 4:30 p.m. on March 5, 2021.
March 8, 2021 to March 18, 2021 (11 calendar days)	PROs	PROs to conduct their district unassigned teachers meeting utilizing the vacancies generated from TATP Posting #1. NOTE: When assigning a displaced teacher to a school's advertised vacancy, ensure that the status of the vacancy is changed from "Request to Fill" to "Withhold Request to Fill" to prevent that position from being advertised in TATP Posting #1. PROs will also need to make the appropriate changes to the school's Projected School List.
March 15, 2021 to March 18, 2021 (4 calendar days)	PROs	Final review of vacancies to "post" or "withhold" for TATP Posting #1. Deadline for PROs to submit approved vacancies in eHR for TATP Posting #1 is 4:30 p.m. on March 18, 2021. <u>No changes will be allowed after this date.</u>
<u>TATP Posting #1</u> March 22, 2021 to March 29, 2021 (8 calendar days)	Tenured teachers, 5 th and 6 th semester probationary teachers and National Board Certified teachers in their last semester of probation	TATP Posting #1 available to teachers. All teachers statewide will be submitting online TATP applications (in eHR) for advertised vacancies listed in TATP Posting #1. NOTE: Eligible teachers who do not have access to the online application, as outlined in the TATP memo, should contact the Teacher Reclassification Unit at (808) 441-8383 for assistance.

DATES	WHO	TASK
<p>March 30, 2021 to April 12, 2021 (14 calendar days)</p>	<p>Principals/Directors</p>	<p>Principals/Directors will interview <u>all eligible teachers</u> who submitted online applications. Once interviews are completed, Principals/Directors will make their hiring selection utilizing eHR and submit their selection case.</p> <p>PRINCIPAL deadline to submit TATP #1 selection case to OTM is 4:30 p.m. on April 12, 2021.</p>
<p>April 13 – April 15, 2021 (3 calendar days)</p>	<p>Teacher Reclassification Unit</p>	<p>Validates transfers for TATP Posting #1. E-mails sent to Principals and PROs of validated and invalidated transfers.</p>
<p>April 16, 2021 to April 22, 2021 (7 calendar days)</p>	<p>Principals/Directors/PROs</p>	<p>eHR will automatically generate TATP Posting #2.</p> <p>Principals/Directors and PROs will review the posting and make any necessary modifications via eHR. Deadline for Principals/Directors to submit TATP Posting #2 vacancies to the PROs is 4:30 p.m. on April 21, 2021.</p> <p>The PROs will review and submit approved vacancies to OTM. Deadline for the PROs to submit approved vacancies in eHR for TATP Posting #2 is 4:30 p.m. on April 22, 2021. <u>No changes will be allowed after this date.</u></p>
<p><u>TATP Posting #2</u></p> <p>April 26, 2021 to April 29, 2021 (4 calendar days)</p>	<p>Tenured Teachers</p>	<p>TATP Posting #2 available to teachers. All teachers statewide will be submitting online TATP applications (in eHR) for advertised vacancies listed in TATP Posting #2.</p> <p>NOTE: Eligible teachers who do not have access to the online application, as outlined in the TATP memo should contact the Teacher Reclassification Unit at (808) 441-8383 for assistance.</p>
<p>April 30, 2021 to May 10, 2021 (11 calendar days)</p>	<p>Principals/Directors</p>	<p>Principals/Directors will interview <u>all eligible teachers</u> who submitted online applications. Once interviews are completed, Principals/Directors will make their hiring selection utilizing eHR and submit their selection case.</p> <p>Principal's deadline to submit TATP #2 selection case to OTM is 4:30 p.m. on May 10, 2021.</p>
<p>May 11 - 13, 2021 (3 calendar days)</p>	<p>Teacher Reclassification Unit</p>	<p>Validates transfers for TATP Posting #2. E-mails sent to Principals and PROs for validated and invalidated transfers.</p>