




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

OFFICE OF TALENT MANAGEMENT

August 10, 2020

TO: Assistant Superintendents
Complex Area Superintendents
Principals (All)
School Administrative Services Assistants (All)

FROM: Cynthia A. Covell 
Cynthia A. Covell (Aug 10, 2020 15:37 HST)
Assistant Superintendent

SUBJECT: Substitute Teacher Class I Exemption for 2020-2021 School Year

The Department of Education (Department) is approving the hiring of Class I substitute teachers to increase the substitute teacher pool in anticipation of an increased need to cover classroom absences. For the 2020-2021 School Year only, applicants with at least a high school diploma or equivalent and have completed a Department approved substitute teacher certification course may become a substitute teacher.

Substitute teacher applicants are encouraged to visit the link below for more information on the Department approved substitute teacher certification programs:

<http://bit.ly/DOEsubstitute>

Substitute teacher applicants may apply online at:
<https://ehr.k12.hi.us/hrprod/faces/p/ap/pages/ApApplicationTypes.jsp>

If persons need assistance with the online application process, please contact the T-SEAS Help Desk at (808) 441-8400 or email at help.tseas@k12.hi.us.

CAC:mh

c: Deputy Superintendent
Community School for Adults
Personnel Regional Officers, Certificated, Teacher Reclassification Unit, Employee
Records and Transactions Section