




STATE OF HAWAII  
DEPARTMENT OF EDUCATION  
KA 'OIHANA HO'ONA'AUAO  
P.O. BOX 2360  
HONOLULU, HAWAII 96804

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OFFICE OF THE SUPERINTENDENT

March 31, 2023

TO: Principals (All)  
Teachers (All)

FROM: Keith T. Hayashi  
Superintendent 

SUBJECT: **Continuation of Classroom Teacher Shortage Differentials for  
School Year 2023-2024**

Shortage differentials for classroom teachers in Special Education, Hard-to-Staff Locations, and Hawaiian Language Immersion Programs will continue through School Year (SY) 2023-2024.

General criteria applicable to all shortage differentials:

- Applicable to Bargaining Unit 5 positions, regardless of 10-month or 12-month designation;
- Applicable to teachers in the Hawaii State Department of Education (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 of the differential will be adjusted based on the position's full-time equivalency;
- 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;
- Individuals must be on a paid status and cannot be on leave without pay; and
- Shortage differentials will be terminated if it is determined that the teacher is no longer eligible.

Additional criteria apply 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. Individuals assigned to school-level Special Education Teacher or Special Education Teacher/Pre-School titled positions who must provide direct instruction and have a caseload of students.

There may be situations where individuals are assigned to provide direct instruction and services to students in a Special Education setting but may not be in a position titled as a 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 designated inclusion settings, 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 (not consultation minutes) as prescribed in an Individualized Education Program (IEP), collects data, and reports 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 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 <https://bit.ly/3ZwF9GJ>. 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 (HSDB), 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 teach 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 allocated positions.

Schools should report to [teacher.recruitment@k12.hi.us](mailto:teacher.recruitment@k12.hi.us) if a person assigned to a school-level Special Education Teacher or Special Education Teacher/Pre-School titled position is not providing direct instruction and does not have a caseload of students so that the differential can be removed (e.g., IEP writer).

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 the subject area/teaching field and current teaching assignment; and
- b. Assigned to a school-level position, whether classroom or certificated support personnel, at a school identified as hard-to-staff.

These positions 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 teach 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 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 the 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 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 (1) of the following options:

1. Passing a Hawaiian Language oral proficiency exam at their 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 six (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 <https://bit.ly/3ZwF9GJ>.

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 Teacher Compensation Shortage Differential – Frequently Asked Questions page at <https://bit.ly/3dx5xdo>.

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Should you have any questions, please contact James Urbaniak, Personnel Specialist, Teacher Recruitment Unit, at (808) 681-2375 or via email at james.urbaniak@k12.hi.us.

For any questions regarding changing position titles, please contact your respective Certificated Personnel Regional Officer.

For questions regarding being deemed fluent in the Hawaiian language, please contact Anela Iwane, Educational Specialist, Office of Hawaiian Education, at (808) 784-6070 or via email at anela.iwane@k12.hi.us.

KTH:ju

c: Deputy Superintendents  
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