

**Hawaii Department of Education**  
**Functions and Qualification Requirements for Casual Hire**  
**Part-Time Teachers (PTT) and Paraprofessionals (PPE & PPT)**

Part-Time Teacher				
Job Title	Function of PTT	Qualification Requirement for PTT	Funding Eligibility	Hourly Pay Rate
<b>PTT</b>	<b>Direct Instruction (DIN)<sup>1</sup></b> The PTT teaches a student or group of students independent of a regular classroom teacher, during instructional hours or non-instructional hours, such as: <ol style="list-style-type: none"> <li>1. Assigned as teacher of record,</li> <li>2. Provides pull-out instruction,</li> <li>3. Provides after school enrichment,</li> <li>4. Provides non-graded activities,</li> <li>5. Provides remedial instruction.</li> </ol>	Must be teacher licensed in subject(s) taught <b>or</b> meet ESSA teacher qualification requirements (HQT) in the subject(s).*  Hawaii Qualified Teacher (HQT) requirements and guidelines are available on the educator quality website: <a href="http://eq.k12.hi.us">eq.k12.hi.us</a>  Schools are required to provide parents with timely notice when their child is being taught for four or more consecutive weeks by a teacher who is Not Hawaii qualified (NHQ) .	*Eligible for Title I A funding	\$22.43
	For PTT Class B** (PTTB) Direct Instruction Waiver (DIW), please follow the PTTB Waiver Procedures, using the following link: <a href="https://bit.ly/PTTBWaiverProcedureR1">https://bit.ly/PTTBWaiverProcedureR1</a>	PTTB** Waivers can be submitted using the following link: <a href="https://bit.ly/PTTBWaiver2">https://bit.ly/PTTBWaiver2</a>	**Not Eligible for Title I A funding	\$20.67
	<b>Non-Instructional Duties (NID)</b> The PTT does not provide instruction to students and performs non-instructional duties such as: <ol style="list-style-type: none"> <li>1. Technology Coordinator,</li> <li>2. Researches and recommends class materials and resources,</li> <li>3. Assists in the development of curriculum, lesson planning, or assessments.</li> <li>4. Coordinates programs.</li> </ol>	Must hold a valid Hawaii Teacher License* or meet <b>Class A**</b> requirements of a Bachelor’s degree from a regionally accredited institution of higher education.	*Eligible for Title I funding  **Not Eligible for Title I A funding	\$22.43

<sup>1</sup> Direct instruction is defined as:

- Planning curriculum, delivering instruction, and evaluating the performance of the student in any subject area;
- Providing direct instruction in a subject area in a resource room setting;
- Providing direct instruction in a subject area in any setting; and
- Teaching elective credits/non credit in a subject area.

**NEW: Paraprofessional Educator (PPE)**

Job Title	Function of PPE	Qualification Requirement for PPE	Title I Eligibility	Hourly Pay Rate
PPE	<p><b>Direct Instruction (DIN)</b> Not applicable, PPEs do not provide direct instruction</p>	Not applicable, PPEs do not provide direct instruction		
	<p><b>Direct Instructional Support (DIS)</b> The PPE, under the direct supervision and in close and frequent proximity of a regular classroom teacher, provides instructional support to a student or group of students by:</p> <ol style="list-style-type: none"> <li>1. Provides one-on-one tutoring if such tutoring is scheduled at a time when a student would not otherwise receive instruction from a teacher,</li> <li>2. Provides instructional assistance in a computer laboratory,</li> <li>3. Provides technical support in the classroom,</li> <li>4. Provides instructional support in a library or media center,</li> <li>5. Acts as a translator,</li> <li>6. Conducts parental involvement activities.^</li> </ol>	<p>Must meet ESSA Paraprofessional requirements via one of the following:</p> <ol style="list-style-type: none"> <li>1. 48 semester credits, 100 level or higher from a regionally accredited institution of higher education, must have a minimum of:                             <ol style="list-style-type: none"> <li>a. 3 credits math, and</li> <li>b. 3 credits in English or</li> </ol> </li> <li>2. Associates degree or higher from a regionally accredited institution of higher education or</li> <li>3. Passing score of 459 or higher on the ParaPro Assessment provided by Educational Testing Service.</li> </ol> <p>PPEs providing instructional support to English Learners (ELs) must either be Hawaii TESOL qualified or work under the direct supervision of a Hawaii Qualified TESOL Teacher.</p> <p><i>^ Not required to meet ESSA Paraprofessional requirements. Must have a high school diploma or an alternative to a high school diploma.</i></p>	Eligible for Title I Funding	\$20.67
	<p><b>Non-Instructional Duties (NID)</b> The PPE, under the direct supervision of a regular teacher, performs non-instructional duties related to instructional curriculum.</p> <ol style="list-style-type: none"> <li>1. Assists classroom teacher with research related to instructional student support or curriculum</li> <li>2. Gathers materials and resources related to lesson plans.</li> </ol>	<p>Must meet Hawaii Department of Education (HIDOE) qualifications for the position <b>Class B</b> – Less than a Bachelor’s degree.</p> <p>Must have a high school diploma or an alternative to a high school diploma.</p>	Not Eligible for Title I funding	\$19.89

**Paraprofessional Tutor (PPT)**

<b>Job Title</b>	<b>Function of PPT</b>	<b>Qualification Requirement for PPT</b>		<b>Rate</b>
<b>PPT</b>	<b>Direct Instruction (DIN)</b> Not applicable, PPTs do not provide direct instruction	Not applicable, PPTs do not provide direct instruction		
	<b>Direct Instructional Support (DIS)</b> The PPT, under the direct supervision and in close and frequent proximity of a regular classroom teacher, provides instructional support services to a student or group of students: <ol style="list-style-type: none"> <li>1. Assists with classroom management, including organizing instructional and other materials,</li> <li>2. Assists students in a computer laboratory,</li> <li>3. Assist students in a library or media center,</li> <li>4. Assists with parental involvement activities.^</li> </ol>	Must meet ESSA Paraprofessional requirements via one of the following: <ol style="list-style-type: none"> <li>1. 48 semester credits, 100 level or higher from a regionally accredited institution of higher education, must have a minimum of:                             <ol style="list-style-type: none"> <li>a. 3 credits math, and</li> <li>b. 3 credits in English or</li> </ol> </li> <li>2. Associates degree or higher from a regionally accredited institution of higher education or</li> <li>3. Passing score of 459 or higher on the ParaPro Assessment provided by Educational Testing Service.</li> </ol> <p><i>^ Not required to meet ESSA Paraprofessional requirements. Must have a high school diploma or an alternative to a high school diploma.</i></p>	Eligible for Title I Funding	\$16.99
	<b>Non-Instructional Duties (NID)</b> The PPT, under the direct supervision of a regular classroom teacher, performs non-instructional duties: <ol style="list-style-type: none"> <li>1. Duplicates and copies materials,</li> <li>2. Files, organizes, and stores materials and resources,</li> <li>3. Types reports and documents,</li> <li>4. Enters grades.</li> </ol>	Must meet HIDEOE t qualifications for the position <b>Class B</b> – Less than a Bachelor’s degree.  Must have a high school diploma or an alternative to a high school diploma.	<b>Not Eligible for Title I Funding</b>	\$13.88