

**Implementation Procedures for**  
**New Casual Employee Job Classification Paraprofessional Educator and Changes to Casual Employee Job Classification for Part-Time Teacher and Paraprofessional Tutor**  
**Memorandum dated April 1, 2019 (Revised 04/15/2019)**

*Note: Jobs that were entered for summer do not need to be re-entered for July 1, 2019. Jobs that were entered for summer will continue to run through the end date that was entered on the approved job, at the pay rate that the job was approved for.*

**Paraprofessional Educator (PPE):**

The set up of the new Paraprofessional Educator (PPE) (established on April 1, 2019) in the Casual Personnel System (CPS) is now complete. Schools may begin to enter all casual jobs for SY 2019-2020 starting on Monday, June 24, 2019.

The following codes should be used when entering PPE Jobs:

<b>Occupational Group Description</b>	<b>Occup. Group Code</b>	<b>Payroll No</b>	<b>UAC Function Code</b>	<b>Pay Rate</b>
PPE-SUMMER DIS	Z0100	EC2	2741	\$20.67
PPE-SUMMER NID	Z0110	EC2	2741	\$19.89
PPE-INTERSESSION DIS	Z0200	EA5	2741	\$20.67
PPE-INTERSESSION NID	Z0210	EA5	2741	\$19.89
PPE-PARAPRO ED DIS	Z0300	EB3	2741	\$20.67
PPE-PARAPRO ED NID	Z0310	EB3	2741	\$19.89

Schools are advised to use the PPE-PARAPRO ED DIS and PPE-PARAPRO ED NID codes for the regular school year. The SUMMER codes are to be used for summer work, and the INTERSESSION codes are to be used for intersession work.

**Paraprofessional Tutor (PPT): Updated 06/28/2019**

Effective July 1, 2019, the following codes may be used when entering PPT Jobs:

Occupational Group Description	Occup. Group Code	Payroll No	UAC Function Code	Pay Rate
PPT-SUMMER DIS	V0841	EC8	2721	\$16.99
PPT-SUMMER NID	V0840	EC8	2721	\$13.88
PPT-INTERSESSION DIS	V0741	EA6	2721	\$16.99
PPT-INTERSESSION NID	V0742	EA6	2721	\$13.88
PPT-PARAPRO TUTOR DIS	V0141	EC7	2721	\$16.99
PPT-PARAPRO TUTOR NID	V0140	EC7	2721	\$13.88

Schools are advised to use the PPT-PARAPRO TUTOR DIS and PPT-PARAPRO TUTOR NID codes for the regular school year. The SUMMER codes are to be used for summer work and the INTERSESSION codes are to be used for intersession work.

The occupational group description for code V0140 was renamed from PPT-PARAPROFESSIONAL TUTOR to PPT-PARAPRO TUTOR NID. Although the description changed, the payroll number and pay rate remained the same.

Except for code V0140, all other existing PPT occupational group codes will remain active until June 30, 2020. **As of July 1, 2020, only the above PPT codes will be available.**

All PPT casual jobs already submitted in the Casual Personnel System can remain as is unless a correction must be made to the job. Requests to make changes to PPT casual jobs already submitted should be sent to the appropriate contact person for your district or office. Link to the Casual Personnel Contact List (Note: Staff email addresses will be updated to Gmail in the coming weeks):

<https://intranet.hawaiipublicschools.org/offices/ohr/cps/Documents/Casual%20Personnel%20Contact%20List.pdf>

**Part-Time Temporary Teacher (PTT): Updated 06/23/2020**

- 1. Effective July 1, 2019 all PTTs must have at least a Bachelor’s degree. Exceptions are:
  - a. Kupuna hired as PTT with less than a Bachelor Degree should continue to be entered as PTT B DIN or NID per the 2003 memo re: Requirements for Kupuna
    - i. New Occupational Group codes have been established for Kupuna:

Occupational Group Description	Occup. Group Code	Payroll No	UAC Function Code	Pay Rate
PTT A KUPUNA	V0227	EC7	2744	\$22.43
PTT B KUPUNA	V0228	EC7	2744	\$20.67

- b. Adult Education may hire PTTs with less than a Bachelor’s Degree using the PTT B DIN
      - c. Driver Education may hire PTTs with less than a Bachelor’s Degree using the PTT B DIN
      - d. PTTB Direct Instruction Waiver (DIW) may be hired by submitting a PTTB Waiver Justification. Procedures on how to use the waiver can be accessed through the following link <https://bit.ly/PTTBWaiverProcedureR1>. To access and submit the waiver form, please use the link at <https://bit.ly/PTTBWaiverR1>
- 2. PTT’s hired for an English Learner (EL) Language Instruction Educational Program (LIEP) must meet the Hawaii Qualified Teacher (HQT) requirement for TESOL. PTTs who have at least a Bachelor’s degree may continue to be hired as a PTT DIN and will have three years from July 1, 2019 to meet the HQT TESOL requirement. Therefore, all PTTs DIS for LIEP must be TESOL qualified by July 1, 2022.
  - a. A non-HQT TESOL PTT should only be hired for a LIEP if the position remains vacant after the Teacher Assignment and Transfer Period (TATP) has closed.
  - b. Documentation of inability to staff the LIEP appropriately (e.g., EL TATP posting) is required before using any non- TESOL HQT or PTT to run school EL LIEPs, and must be maintained in the school’s record for the PTT.
  - c. In the event of hiring or using non- TESOL HQT staff, a plan for obtaining or developing TESOL HQT staff shall be documented in the annual Comprehensive EL Plan.
  - d. All parent notification expectations apply for the use of non- TESOL HQT staff.
- 3. Parent Community Network Coordinators (PCNC) are not teachers (PTT). As such, effective July 1, 2019 all PCNC should be entered as PPE DIS.

To enter the jobs into the CPS, follow the instructions provided in the Casual Personnel System User Walkthrough Manual, available on the intranet:

<https://intranet.hawaiipublicschools.org/offices/ohr/cps/Documents/Basic%20How%20to's.pdf>

**Other Information:**

Frequently Asked Questions (FAQs), Flowcharts for the PTT, PPE, and PPT, and the Functions and Qualifications Requirements for Casual Hire PTT, PPE, and PPT can be found at on the Teacher

Quality website <https://hidoeotm.org/eq/EducatorQuality.html> by accessing the ESSA Hawaii Qualified Teacher Handbook at: <https://hidoeotm.org/eq/PAGES/TOC.html>

Should you have any questions, please contact the Educator Quality Section, Office of Talent Management (OTM) at (808) 441-8499 or via email at [hqt@k12.hi.us](mailto:hqt@k12.hi.us).