

Department of Education

Functions and Qualification Requirements for Part-Time Teachers (PTT) and Paraprofessional Tutors (PPT)

Job Title	Function of PTT	ESSA Requirement for PTT
Part-Time Teachers (PTT)	Direct Instruction (DIN) The PTT teaches a student or group of students independent of a regular classroom teacher (e.g. pullout instruction)	Must be teacher licensed in subject(s) taught or meet ESSA teacher qualification requirements (HQT)* in the subject(s) *HQT requirements are available on the teacher quality website: hqt.k12.hi.us
	Direct Instructional Support (DIS) The PTT, under the frequent supervision and close proximity of a regular classroom teacher, teaches a student or group of students (e.g. group instruction in the same classroom)	Must meet ESSA Paraprofessional requirements via one of the following: <ol style="list-style-type: none"> 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"> a. 3 credits math, and b. 3 credits in English 2. Associates degree from a regionally accredited institution of higher education 3. Passing score of 459 or higher on the ParaPro Assessment provided by Educational Testing Service
	Non-Instructional Duties (NID) The PTT provides classroom, administrative, and community support (e.g. 1 – Technical Support: repairing, programming, and setting up of computers and other electronical devices; 2 – Community Support: Parent Community Networking Center; 3 – Educational Support: presenting and/or setting up workshop/training events; etc.)	Must meet Department qualifications for the position <ol style="list-style-type: none"> 1. Class A – Bachelor’s degree from a regionally accredited institution of higher education 2. Class B – Less than a Bachelor’s degree

Job Title	Function of PPT	ESSA Requirement for PPT
Para-Professional Tutors (PPT)	Direct Instruction (DIN) Not applicable, PPTs do not provide direct instruction	Not applicable, PPTs do not provide direct instruction
	Direct Instructional Support (DIS) The PPT, under the frequent supervision and close proximity of a regular classroom teacher, teaches a student or group of students (e.g. group instruction in the same classroom)	Must meet ESSA Paraprofessional requirements via one of the following: <ol style="list-style-type: none"> 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"> a. 3 credits math, and b. 3 credits in English 2. Associates degree from a regionally accredited institution of higher education 3. Passing score of 459 or higher on the ParaPro Assessment provided by Educational Testing Service
	Non-Instructional Duties (NID) The PPT, under the supervision of a regular classroom teacher, performs non-instructional duties (e.g. Technical support in classroom, taking attendance, gathering class materials, setting up classroom materials and resources, duplicates worksheets for class, collects students’ assignments, etc.)	Must meet Department qualifications for the position <ol style="list-style-type: none"> 1. Class A – Bachelor’s degree from a regionally accredited institution of higher education 2. Class B – Less than a Bachelor’s degree