

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
PTT	Direct Instruction (DIN)¹ 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"> 1. Assigned as teacher of record, 2. Provides pull-out instruction, 3. Provides after school enrichment, 4. Provides non-graded activities, 5. Provides remedial instruction. 	Must be teacher licensed in subject(s) taught or meet ESSA teacher qualification requirements (HQT) in the subject(s)*. HQT requirements and guidelines are available on the educator quality website: eq.k12.hi.us 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 funding	\$22.43
	For PTTB Waiver (DIW), please follow the PTTB Waiver Procedures, using the following link: http://bit.ly/PTTBWaiverProcedure	PTTB Waivers can be submitted using the following link: http://bit.ly/PTTBWaiver	Not Eligible for Title I A funding	\$20.67 (PTTB Waiver rate)
	Non-Instructional Duties (NID) The PTT does not provide instruction to students and performs non-instructional duties such as: <ol style="list-style-type: none"> 1. Technology Coordinator, 2. Researches and recommends class materials and resources, 3. Assists in the development of curriculum, lesson planning, or assessments. 4. Coordinates programs. 	Must hold a valid Hawaii Teacher License* or meet Class A** 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

¹ 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	Direct Instruction (DIN) Not applicable, PPEs do not provide direct instruction	Not applicable, PPEs do not provide direct instruction		
	Direct Instructional Support (DIS) 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: <ol style="list-style-type: none"> 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, 2. Provides instructional assistance in a computer laboratory, 3. Provides technical support in the classroom, 4. Provides instructional support in a library or media center, 5. Acts as a translator. 6. Conducts parental involvement activities[^]. 	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 or 2. Associates degree or higher from a regionally accredited institution of higher education or 3. Passing score of 459 or higher on the ParaPro Assessment provided by Educational Testing Service 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. <i>[^] Not required to meet ESSA Paraprofessional requirements. Must have a high school diploma or an alternative to a high school diploma.</i>	Eligible for Title I Funding.	\$20.67
	Non-Instructional Duties (NID) The PPE, under the direct supervision of a regular teacher, performs non-instructional duties related to instructional curriculum. <ol style="list-style-type: none"> 1. Assists classroom teacher with research related to instructional student support or curriculum 2. Gathers materials and resources related to lesson plans. 	Must meet Department qualifications for the position Class B – Less than a Bachelor’s degree. Must have a high school diploma or an alternative to a high school diploma.	Not Eligible for Title I funding	\$19.89

Paraprofessional Tutor (PPT)				
Job Title	Function of PPT	Qualification Requirement for PPT		Rate
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 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"> 1. Assists with classroom management, including organizing instructional and other materials, 2. Assists students in a computer laboratory, 3. Assist students in a library or media center, 4. Assists with parental involvement activities^. 	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 or 2. Associates degree or higher from a regionally accredited institution of higher education or 3. Passing score of 459 or higher on the ParaPro Assessment provided by Educational Testing Service <i>^ Not required to meet ESSA Paraprofessional requirements. Must have a high school diploma or an alternative to a high school diploma.</i>	Eligible for Title I Funding.	\$16.99
	Non-Instructional Duties (NID) The PPT, under the direct supervision of a regular classroom teacher, performs non-instructional duties: <ol style="list-style-type: none"> 1. Duplicates and copies materials, 2. Files, organizes, and stores materials and resources, 3. Types reports and documents, 4. Enters grades. 	Must meet Department qualifications for the position Class B – Less than a Bachelor’s degree. Must have a high school diploma or an alternative to a high school diploma.	Not Eligible for Title I Funding	\$13.88