DOE EQ Section
441-8499 or
hqt@k12.hi.us

HQT Communication Hierarchy

COMPLEX AREA HQT DESIGNEE

PRINCIPAL

TEACHER
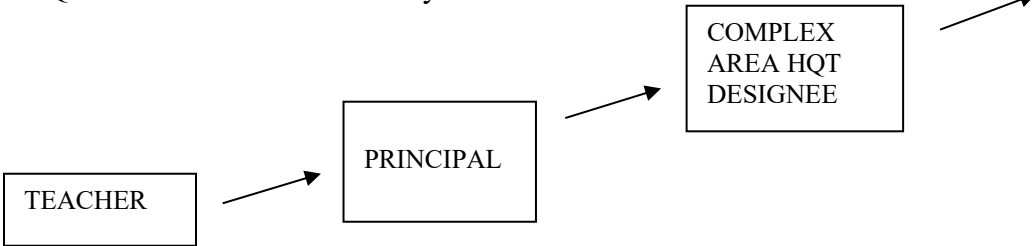
School-level Technical Assistance Process

WHEN	WHO	STEP	WHAT
September	Principals, directors, complex area designees	1	Attend the annual ESSA HQT Training Session.
September	Principals, directors, complex area designees	2	Share updates and information from training session with others in the school.
October	Principal or School Designee	3	Meet with all non-HQ teachers to discuss options to meet ESSA HQ requirements, and create or update Professional Development Plans.*
October	Principal or School Designee	4	Distribute HQT Toolkit and school contact information to each Non-HQ teacher listed on eHR for HQ.
Ongoing	Principal or School Designee	5	Set up a time to meet with each non-HQ teacher to provide assistance in documenting HQ status and create Professional Development Plans.
Ongoing	Principal or School Designee	6	Individual review process (Use doc. 3g, HQT Assistance and Planning Checklist): • Access teacher's status report through eHR for HQ • Walk teacher through appropriate flow chart (doc. 1c) • Identify best route for teacher to attain HQ (HQ documentation or PDP)
		7a	HQ documentation options: • NBPTS • PRAXIS II in Content Area and Grade Level • Major in Content Area • 30 Semester Credits (Assist in reviewing transcripts) • ESSA Rubric
		7b	Professional Development Planning: Assist teacher in completing a PDP, discuss timelines, how activities will lead to HQ, and identify resources to be provided by school or complex area.
		8	Establish due date for completion of documentation.
		9	Discuss process to submit materials to principal or school designee.
Ongoing	Principal	10	Authorize and submit HQ documentation to DOE, EQ Section.

*HQ Professional Development Plans are not required, but recommended for those teachers seeking reimbursement for items that help them meet subject qualification requirements.