

**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
PTT	<p>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:</p> <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, 6. Assigned as Kupuna[^]. 	<p>Must be teacher licensed in subject(s) taught or meet ESSA teacher qualification requirements (HQT) in the subject(s).*</p> <p>Hawaii Qualified Teacher (HQT) requirements and guidelines are available on the educator quality website: eq.k12.hi.us</p> <p>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) .</p> <p>For PTT Class B** (PTTB), please follow the Casual Personnel PTT/PPE/PPT Waiver Procedures, using the following link: https://bit.ly/Waiver_2021</p> <p>Waivers can be submitted using the following link: https://bit.ly/PTTBWaiver2</p> <p><i>[^] Not required to meet ESSA HQT requirements. PTTA Kupuna must have a Bachelor's degree. PTTB Kupuna must have a high school diploma or an alternative to a high school diploma. Not eligible for Title IA funding.</i></p>	<p>*Eligible for Title I A funding</p> <p>**Not Eligible for Title I A funding</p>	<p>\$22.43</p> <p>\$20.67</p>
	<p>Non-Instructional Duties (NID) The PTT does not provide instruction to students and performs non-instructional duties such as:</p> <ol style="list-style-type: none"> 1. Technology Coordinator, 2. Researches and recommends class materials and resources, 	<p>Must hold a valid Hawaii Teacher License* or meet Class A** requirements of a Bachelor's degree from an institution of higher education with institutional accreditation recognized by the USDOE.</p>	<p>*Eligible for Title I funding</p> <p>**Not Eligible for Title I A funding</p>	<p>\$22.43</p>

	3. Assists in the development of curriculum, lesson planning, or assessments. 4. Coordinates programs.			
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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.

Paraprofessional Educator (PPE)

Job Title	Function of PPE	Qualification Requirement for PPE	Title I Eligibility	Hourly Pay Rate
PPE	<p>Direct Instruction (DIN) Not applicable, PPEs do not provide direct instruction</p>	Not applicable, PPEs do not provide direct instruction		
	<p>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:</p> <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.^ 7. Assigned as Kupuna^. 	<p>Must meet ESSA Paraprofessional requirements via one of the following:</p> <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 an institution of higher education with institutional accreditation recognized by the USDOE, or 3. Passing score of 459 or higher on the ParaPro Assessment provided by Educational Testing Service. <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>For PPE DIS Waiver (DIS-W)**, please follow the Casual Personnel PTT/PPE/PPT Waiver Procedures, using the following link: https://bit.ly/Waiver_2021</p> <p>Waivers can be submitted using the following link: https://bit.ly/PPE_PPTWaiver</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>	<p>Eligible for Title I Funding</p> <p>**Not Eligible for Title I A funding</p>	<p>\$20.67</p>

	<p>Non-Instructional Duties (NID) 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"> 1. Assists classroom teacher with research related to instructional student support or curriculum 2. Gather materials and resources related to lesson plans. 	<p>Must meet Hawaii Department of Education (HIDOE) qualifications for the position Class B – Less than a Bachelor’s degree.</p> <p>Must have a high school diploma or an alternative to a high school diploma.</p>	<p>Not Eligible for Title I funding</p>	<p>\$19.89</p>
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Paraprofessional Tutor (PPT)

Job Title	Function of PPT	Qualification Requirement for PPT		Rate
PPT	<p>Direct Instruction (DIN) Not applicable, PPTs do not provide direct instruction</p>	Not applicable, PPTs do not provide direct instruction		
	<p>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:</p> <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.^ 5. Assigned as Kupuna^ 	<p>Must meet ESSA Paraprofessional requirements via one of the following:</p> <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 from an institution of higher education with institutional accreditation recognized by the USDOE, or 3. Passing score of 459 or higher on the ParaPro Assessment provided by Educational Testing Service. <p>For PPE DIS Waiver (DIS-W)**, please follow the Casual Personnel PTT/PPE/PPT Waiver Procedures, using the following link: https://bit.ly/Waiver_2021</p> <p>Waivers can be submitted using the following link: https://bit.ly/PPE_PPTWaiver</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	\$16.99

	<p>Non-Instructional Duties (NID) The PPT, under the direct supervision of a regular classroom teacher, performs non-instructional duties:</p> <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. 	<p>Must meet HDOE t qualifications for the position Class B – Less than a Bachelor’s degree.</p> <p>Must have a high school diploma or an alternative to a high school diploma.</p>	<p>Not Eligible for Title I Funding</p>	<p>\$13.88</p>
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