

**Hawaii State Department of Education
Functions and Qualification Requirements for Casual Hire Part-Time Teacher (PTT)
and Paraprofessionals (PPE & PPT)
July 1, 2022 (updated 07/01/2023)**

Casual employees (as with any other employee) are hired based on the job duties the person will be performing and not solely for the pay rate that the person qualifies for.

Part Time Teacher (PTT) [PTT Flowchart](#)

Functions of Part Time Teacher Direct Instruction (PTT DIN)¹:

The PTT DIN teaches a student or group of students **independent of a regular classroom teacher**, during instructional hours or non-instructional hours, such as:

1. Assigned as teacher of record;
2. Provides pull-out instruction;
3. Provides after school enrichment instruction^{1 #};
4. Provides non-graded activities;
5. Provides remedial¹ or home health¹ instruction (not support), or instruction (not support) to homeless¹ students;
6. Assigned as Kupuna[^];
7. Provides Adult Education instruction;
8. Provides Driver Education instruction.

[^]Not required to meet HQT requirements.

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;
- Provides direct instruction for after school enrichment activities (career exploration, team building, peer-to-peer mentoring, performing arts, culinary arts, fine arts, technology-based, culture, etc.) Activities may include: cooking, gardening, music, dance, crafts, math club, science club, multimedia and computer activities with an emphasis on character-building and good decision-making, etc.;
- Providing direct instruction (not support, if only providing support, use PPE) in a subject area in any setting (includes remedial and home health instruction or instruction to homeless students);
- Teaching elective credits/non-credit in a subject area.
Does not teach under the direct supervision and in close and frequent proximity of a regular classroom teacher.

Title I Funding Eligibility:

HQT DIN PTTA are eligible to be paid with Title I funds or other eligible funding sources.

Non-HQT PTT DIN are not eligible to be paid with Title I funds, but may be paid with other eligible funding sources.

Job/Function	Pay Rate Qualification	ESSA Qualification	Supervision	NHQT letter?	Waiver Needed?
PTTA DIN	Bachelor's degree from an institution of higher education with institutional accreditation recognized by the USDOE AND completion of SATEP \$42.16 per hour	Must hold Hawaii teacher license in subject(s) and grade taught or meet ESSA teacher qualification requirements (HQT) in the subject(s) and grade. ^Except for Kupuna, Adult Ed, Driver Ed.; minimum of HS diploma or equivalent required for Adult Ed and Driver Ed. #Except for after school enrichment non-academic instruction.	Independent of a regular classroom teacher	Yes, if NHQ and teaches for 4 or more consecutive weeks. ^Except for Kupuna, Adult Ed, Driver Ed. #Except for after school enrichment non-academic instruction.	Not applicable
PTTB DIN	Bachelor's degree from an institution of higher education with institutional accreditation recognized by the USDOE \$29.59 per hour	Must hold Hawaii teacher license in subject(s) and grade taught or meet ESSA teacher qualification requirements (HQT) in the subject(s) and grade. ^Except for Kupuna, Adult Ed and Driver Ed.; minimum of HS diploma or equivalent required for Adult Ed and Driver Ed. #Except for after school enrichment non-academic instruction.	Independent of a regular classroom teacher	Yes, if NHQ and teaches for 4 or more consecutive weeks. ^Except for Kupuna, Adult Ed, Driver Ed. #Except for after school enrichment non-academic instruction.	Not applicable

Job/Function	Pay Rate Qualification	ESSA Qualification	Supervision	NHQT letter?	Waiver Needed?
PTTC DIN	Minimum of HS diploma or equivalent \$26.39 per hour	<p>Must hold Hawaii teacher license in subject(s) and grade taught or meet ESSA teacher qualification requirements (HQT) in the subject(s) and grade.</p> <p>^Except for Kupuna, Adult Ed, Driver Ed.; minimum of HS diploma or equivalent required for Adult Ed and Driver Ed.</p> <p>#Except for after school enrichment non-academic instruction.</p>	Independent of a regular classroom teacher	<p>Yes, if NHQ and teaches for 4 or more consecutive weeks.</p> <p>^Except for Kupuna, Adult Ed, Driver Ed.</p> <p>#Except for after school enrichment non-academic instruction.</p>	<p>Yes, PTTC waiver (^Except for Kupuna, Adult Ed, Driver Ed)</p> <p>Casual Personnel Waiver Procedures</p> <p>PTTC DIN Waiver Justification</p>

Functions of Part Time Teacher Non-Instructional Duties (PTT NID):

The PTT NID does not provide instruction to students and performs non-instructional duties **independent of a regular classroom teacher**, such as:

1. Technology Coordinator;
2. Researches and recommends class materials and resources;
3. Assists in the design and/or development of curriculum, lesson planning, assessments, or other instructional materials;
4. Coordinates programs;
5. Provides training, coaching, mentoring or professional development (including development of PD activities) for other teachers, school leaders, or other department staff.

Title I Funding Eligibility:

Licensed [PTTA NID](#) are eligible to be paid with Title I funds or other eligible funding sources.

Non-licensed PTT NID are not eligible to be paid with Title I funds, but may be paid with other eligible funding sources.

Job/Function	Pay Rate Qualification	ESSA Qualification	Supervision	NHQT letter?	Waiver Needed?
PTTA NID	Bachelor's degree from an institution of higher education with institutional accreditation recognized by the USDOE AND completion of SATEP \$42.16 per hour	Must hold a valid Hawaii teacher license.	Independent of regular classroom teacher	Not applicable	Not applicable
PTTB NID	At least Bachelor's degree from an institution of higher education with institutional accreditation recognized by the USDOE \$29.59 per hour	Must hold a valid Hawaii teacher license.	Independent of regular classroom teacher	Not applicable	Not applicable
PTTC NID	Minimum of HS diploma or equivalent \$26.39 per hour	Must hold a valid Hawaii teacher license.	Independent of regular classroom teacher	Not applicable	Not applicable

Paraprofessional Educator (PPE) [PPE Flowchart](#)

Paraprofessional Educator Direct Instructional Support (PPE DIS):

The PPE DIS, **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, such as:

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 support under the supervision of the regular classroom teacher (regardless of setting/location) for home health or homeless students.
3. Provides instructional assistance in a computer laboratory.
4. Provides technical support in the classroom.
5. Provides instructional support in a library or media center.
6. Acts as a translator as their sole task[^].
7. Acts as the lead coordinator of parent involvement activities or lead coordinator for the Parent Community Network Center (PCNC) as their sole task .[^]
8. Assigned as Kupuna.[^]

[^]Not required to meet ESSA/NCLB Paraprofessional Requirements

Paraprofessional Educator Non-Instructional Duties (PPE NID):

The PPE NID, **under the direct supervision of a regular teacher**, performs non-instructional duties related to instructional curriculum, such as:

1. Assists classroom teacher with research related to instructional student support or curriculum.
2. Gather materials and resources related to lesson plans.
3. Assists with monitoring student progress, compiling and entering student data or other related information for students.

Title I Funding Eligibility:

PPE DIS meeting ESSA/NCLB paraprofessional requirements may be paid with Title I Funds or other eligible funds. PPE DIS serving as translators as their sole task or acting as the lead coordinator of parent involvement activities or lead coordinator for the PCNC as their sole task with a minimum of a HS diploma or equivalent may be paid with Title I Funds or other eligible funds. Must be in direct supervision and in close and frequent proximity of a HQ regular classroom teacher.

PPE DIS who do not meet the ESSA/NCLB paraprofessional requirements and PPE NID are not eligible to be paid with Title I funds, but may be paid with other eligible funding sources.

Job/Function	Pay Rate and ESSA Qualification	Supervision	NHQT letter?	Waiver Needed?
PPE DIS	<p>Must meet ESSA/NCLB Paraprofessional requirements via one of the following:</p> <ol style="list-style-type: none"> 48 semester credits that are baccalaureate level from an institution of higher education with institutional accreditation recognized by the USDOE , must have a minimum of: <ol style="list-style-type: none"> 3 credits math, and 3 credits in English OR Associate degree or higher from an an institution of higher education with institutional accreditation recognized by the USDOE ; OR Passing score of 459 or higher on the ParaPro Assessment provided by Educational Testing Service. <p>(^Except for Kupuna. Paraprofessionals who serve as translators as their sole task, or act as the lead coordinator of parent involvement activities or lead for the Parent Community Network Center (PCNC) as their sole task must have a HS diploma or equivalent but do not have to meet additional requirements.</p> <p>\$25.45 per hour</p>	<p>Direct supervision and in close and frequent proximity of a regular classroom teacher.</p> <p>PPEs providing instructional support to English Learners (ELs) must either be Hawaii Qualified for TESOL or work under the direct supervision of a Hawaii Qualified TESOL teacher. (Per Hawaii State English Learner Guidance Manual, page 122).</p>	Not applicable	Not applicable
PPE DIS Waiver	<p>Minimum of HS diploma or equivalent \$25.45 per hour</p>	<p>Direct supervision and in close and frequent proximity of a regular classroom teacher.</p> <p>PPEs providing instructional support to English Learners (ELs) must either be Hawaii Qualified for TESOL or work under the direct supervision of a Hawaii Qualified TESOL teacher. (Per Hawaii State English Learner Guidance Manual, page 122).</p>	Not applicable	<p>Yes, PPE DIS Waiver Casual Personnel Waiver Procedures</p> <p>Casual PPE DIS PPT DIS Waiver Justification</p>
PPE NID	<p>Minimum of HS diploma or equivalent \$23.52 per hour</p>	Direct supervision of a regular teacher.	Not applicable	Not applicable

Paraprofessional Tutor (PPT) [PPT Flowchart](#)

Functions of Paraprofessional Tutor Direct Instructional Support (PPT DIS)

The PPT DIS, **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, such as:

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 as their sole task^.
5. Assigned as Kupuna^.

^Not required to meet ESSA/NCLB Paraprofessional requirements

Functions of Paraprofessional Tutor Non-Instructional Duties (PPT NID)

The PPT NID, **under the direct supervision of a regular teacher**, performs non-instructional duties, such as:

1. Duplicates and copies materials.
2. Files, organizes, and stores materials and resources.
3. Types reports and documents.
4. Enters grades.

Title I Funding Eligibility:

PPT DIS meeting ESSA/NCLB paraprofessional requirements may be paid with Title I Funds or other eligible funds. PPT DIS conducting parental involvement activities as their sole task with a minimum a HS diploma or equivalent may be paid with Title I Funds or other eligible funds. Must be in direct supervision and in close and frequent proximity of a HQ regular classroom teacher.

PPT DIS who do not meet the ESSA/NCLB paraprofessional requirements and PPT NID are not eligible to be paid with Title I funds, but may be paid with other eligible funding sources.

Job/Function	Pay Rate and ESSA Qualification	Supervision	NHQT letter?	Waiver Needed?
PPT DIS	Must meet ESSA/NCLB Paraprofessional requirements via one of the following: 1. 48 semester credits that are baccalaureate level from an institution of higher education with institutional accreditation recognized by the USDOE , must have a minimum of: c. 3 credits math, and d. 3 credits in English OR	Direct supervision and in close and frequent proximity of a regular classroom teacher.	Not applicable	Not applicable

	<p>2. Associate degree or higher from an institution of higher education with institutional accreditation recognized by the USDOE ; OR</p> <p>3. Passing score of 459 or higher on the ParaPro Assessment provided by Educational Testing Service.</p> <p>(^Except for Kupuna. PPE assisting with parental involvement activities as their sole task must have at least a HS diploma or equivalent but do not have to meet additional requirements.)</p> <p>\$21.76 per hour</p>			
PPT DIS Waiver	<p>Minimum of HS diploma or equivalent</p> <p>\$21.76 per hour</p>	<p>Direct supervision and in close and frequent proximity of a regular classroom teacher.</p>	<p>Not applicable</p>	<p>Yes, PPT DIS Waiver</p> <p>Casual Personnel Waiver Procedures</p> <p>Casual PPE DIS PPT DIS Waiver Justification</p>
PPT NID	<p>Minimum of HS diploma or equivalent</p> <p>\$18.97 per hour</p>	<p>Direct supervision of a regular teacher.</p>	<p>Not applicable</p>	<p>Not applicable</p>