


STATE OF HAWAII
DEPARTMENT OF EDUCATION
KA 'OIHANA HO'ONA'AUAO
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF TALENT MANAGEMENT

February 24, 2025

TO: Assistant Superintendents
Complex Area Superintendents
Principals (All)

FROM: Sean Bacon 
Assistant Superintendent

SUBJECT: Na Kumu Alaka'i - Teacher Leader Academy 2025-2026 Cohort

The Professional Development and Educational Research Institute (PDERI) is accepting applications for the Na Kumu Alaka'i - Teacher Leader Academy (TLA) 2025-2026 cohort. Participants of TLA strengthen and refine their teacher leader dispositions, knowledge, and skills; deepen their understanding of a teacher leader's role in a continuous school improvement process; and lead collaborative inquiry to support teachers in addressing student-centered challenges. TLA is a yearlong Hawai'i Teacher Standards Board (HTSB) approved teacher leadership program, resulting in adding the "Teacher Leader" field to an existing Hawai'i license.

Successful completion of all TLA program requirements will enable teacher leaders to:

- add the field of "Teacher Leader" to their existing Hawai'i license;
- develop self-awareness, self-management, and social/situational awareness to strengthen their leadership identity;
- facilitate improvements in instruction and student learning;
- design collaboration and professional learning that is team-based, job-embedded, sustained over time, and linked to school improvement goals;
- make and facilitate data-driven decisions that improve teacher practice and student learning; and
- plan their leadership next steps.

Eligibility Criteria and Application Process

The TLA application is open to tenured teachers currently serving in the Hawai'i State Department of Education (Department) or a Hawai'i Public Charter School and who meet the following criteria:

- highly qualified educators who received "Highly Effective" or "Effective" rating from their most recent Educator Effectiveness System evaluation;

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- demonstrate teacher leader dispositions, knowledge, and skills readiness based on the Teacher Leader Look Fors (Attachment 1);
- at least two (2) school years of experience actively participating in school or system-wide improvement efforts focused on increasing student achievement, enhancing professional practice, and supporting organizational change. Examples include curriculum, instructional, or content specialist/coach; state office or complex area instructional or data coach; mentor teacher; department, grade level, or academy chair; committee chair; and accreditation focus group committee chair;
- will serve in a role during the 2025-2026 school year where they will apply leadership dispositions, knowledge, and skills gained through TLA, such as leading a Collaborative Inquiry team that supports the school academic plan, facilitating collaboration with colleagues, facilitating student data analysis, leading professional learning, and helping colleagues use assessments to improve teaching practices; and
- preparing to pursue next step leadership roles, including school-level administration, within their school (e.g., coach, resource teacher, curriculum coordinator, chair), complex area (e.g., resource teacher), or a state office (State Office Teacher).

Before applying to TLA, applicants must initiate a discussion with their principal or supervisor to assess their readiness and identify areas for growth and improvement based on the teacher leader's dispositions, knowledge, and skills enumerated on the Teacher Leader Look Fors (Attachment 1).

TLA application opens on March 3, 2025, and closes at 11:59 p.m. on Friday, April 4, 2025. Applicants need to complete the online application and upload all required documents through <http://ehr.k12.hi.us>:

1. Principal (school-based applicants) or Supervisor (complex area/district level applicants) Recommendation Form (Attachment 2) to provide evidence of the applicant's demonstration of the listed eligibility criteria and documentation of the discussions between the applicant and Principal/Supervisor;
2. Complex Area Superintendent or Assistant Superintendent review and endorsement of the Principal or Supervisor's Recommendation Form (Attachment 2);
3. Response to two (2) Applicant Narrative prompts (Attachment 3) as instructed at <http://ehr.k12.hi.us>; and
4. Verification of at least two (2) school year experiences actively participating in school or system-wide improvement efforts that increase student achievement, enhance professional practice and organizational change.

No hard/paper copies will be accepted for the application process. Applicants will be notified of their acceptance/non-acceptance by May 9, 2025.

Program Expectations

TLA participants are required to:

- Attend all TLA in-person professional learning sessions (Attachment 4) on O'ahu, which includes a two (2) day summer institute and a two (2) day Collaborative Inquiry Institute, followed by eight (8) sessions throughout the school year (dates and locations are subject to change);
- Complete a proficient Teacher Leader Portfolio that includes the following components:

- A Leadership Growth Plan (LGP) developed in collaboration with the Principal or supervisor;
 - Evidence (e.g., reflection pieces, professional learning plan, personal norms) demonstrating how they applied strengthened and refined leadership dispositions, knowledge, and skills acquired through TLA;
 - Artifacts from leading a Collaborative Inquiry team that supported the school's academic plan and addressed a student learning need;
 - Reflective narratives written throughout the program to document their leadership development; and
 - Evidence of professional learning (e.g., article reviews, oral presentations).
- Complete asynchronous tasks and prepare for monthly professional learning sessions.

Participants who do not meet all program expectations will not receive a verification of completion, which HTSB requires to add the 'Teacher Leader' field to their existing Hawai'i license.

Program Support

Coaching	TLA participants will participate in coaching and observation opportunities.
Funding	PDERI will cover Department classroom teachers' substitute funding and neighbor-island participants' air and ground transportation. All TLA related-costs (substitutes, stipends, per diem, travel, and PD credits) for Hawai'i Public Charter School participants are at the expense of the teacher leader's charter school. Accommodation on O'ahu is the responsibility of the participants. PDERI will adhere to per diem and lodging guidelines outlined in the Department's travel guide. Neighbor-island Department teachers will receive \$45 daily per diem if they travel back to their island at the end of a session or \$90 overnight per diem for an overnight stay on O'ahu.
Compensation	10-month Department teachers can choose either a financial stipend based on the current rate for the Summer Institute days or six (6) professional development (PD) credits, which will be awarded in June 2026 after successfully completing all TLA requirements and submitting a learning results portfolio. Department 12-month teachers are ineligible for monetary compensation or PD credits unless they take vacation days during the Summer Institute.

Should you have any questions, please contact Norman Sales, Educational Specialist for TLA, at (808) 784-5300, at norman.sales@k12.hi.us, or visit www.pderi.org.

SB:ns
Attachments

c: Superintendent
Tammi Oyadomari-Chun, Deputy Superintendent
Hawai'i State Public Charter School Commission
PDERI






LI TLA Memo 2025-2026

Final Audit Report

2025-02-24

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