


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

OFFICE OF TALENT MANAGEMENT

May 13, 2025

Action Required
Circulate and Post
Annual Memo

TO: All Certificated Employees

FROM: Sean Bacon 
Sean.Bacon May 12, 2025 16:34 HST
Assistant Superintendent

SUBJECT: Hawai'i Certification Institute for School Leaders Program, School Year 2026-2027

Hawai'i Certification Institute for School Leaders (HICISL) is the school administrator development and certification program for the Hawai'i State Department of Education (Department). Application for the HICISL Vice Principal (VP) Certification Program for School Year (SY) 2026-2027 is now available.

The Department seeks leaders committed to promoting equity and excellence to empower students for success. It is imperative that prior to applying, aspiring administrators discuss their readiness with their Principal and/or supervisory Educational Officer regarding the dispositions, knowledge, and skills of administrators. The HICISL VP selection process requires evidence of foundational practices expected of an effective leader. Interested applicants should preview the entire application packet before beginning the application process.

All applicants must meet the minimum qualifications at the time of application, including four (4) years of teaching as a licensed, full-time K-12 teacher with satisfactory performance evaluations. The Department welcomes applications from all eligible personnel. Applications are considered without regard to a person's race, color, national origin, religion, age, gender, and/or disability.

The application period will be from May 13, 2025 - August 18, 2025. All applicants must complete the online application and upload all required documents to <https://ehr.k12.hi.us> by Monday, August 18, 2025 (11:59 p.m.).

Required documents include:

1. Leadership Potential Form (Attachment 5) with Principal/Supervisor signature and Complex Area Superintendent (CAS)/Director/Assistant Superintendent signature
2. Aspiring Leader Portfolio (Attachment 6) including:
 - Reflective Essay
 - Letter of Recommendation
 - Performance Evaluation, if other than Educator Effectiveness System (EES)

AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER

3. If applicable: Transcripts of a Master's Degree in Educational Administration and/or State-issued administrator license.

All interviews will be conducted in-person during the week of October 6-10, 2025. Applicants who are invited to the interviews will be notified of an interview date and time prior to the end of September 2025. All applicants are required to attend the in-person interview as scheduled. Non-Department applicants will be responsible for all HICISL VP Certification Program application costs and arrangements (air and ground transportation, lodging, etc.).

Applicants who successfully demonstrate readiness in the interview will be invited to the HICISL third phase of screening during the Spring semester and Summer of 2026. Participants will be required to attend virtual and in-person semi-monthly HICISL Spring Sessions from January through May 2026 and a two-week Summer Institute in June 2026. Applicants must successfully demonstrate readiness in all measured areas to be invited to the HICISL certification program and residency in the 2026-2027 school year.

Should you have any questions, please contact the Professional Development and Educational Research Institute (PDERI) HICISL Educational Specialist, Makanoé Kawasaki, at (808) 784-5300 or via email at Makanoé.Kawasaki@k12.hi.us.

Thank you for your interest and commitment to the children of Hawai'i.

SB:smk
Attachments

c: Deputy Superintendents
Assistant Superintendents
Complex Area Superintendents
Leadership Institute
Office of Talent Management, PDERI