Hawaii State Department of Education
Educational Specialist II - English Language Learners, 60058

SALARY $107,345.00 - $151,953.00 Annually
LOCATION Honolulu, HI 96816

JOB TYPE Full-time 12-month
DISTRICT / COMPLEX AREA EO / OSSS / Student Services

SCHOOL / OFFICE EO / Student Support
OPENING DATE 11/16/2023

CLOSING DATE 12/5/2023 11:59 PM Hawaii
POSITION % 100%

Description

APPLICANTS MAY BE EDUCATIONAL OFFICERS, TEACHERS AND OTHER QUALIFIED INDIVIDUALS

TYPE OF APPOINTMENT ISSUED: This position is included in the Educational Officers' Bargaining Unit and will be filled as a clear line appointment.

A WRITTEN EXAMINATION/ASSIGNMENT MAY BE ADMINISTERED TO HELP DETERMINE POSSESSION OF THE KNOWLEDGE AND ABILITIES PORTIONS OF THE MINIMUM QUALIFICATION REQUIREMENTS.

Examples of Duties

Under the general supervision of the Educational Specialist III of the English Learner/Migrant Education Section, the Educational Specialist II:

1. Provides leadership in the planning, design, training, and implementation of the K-12 EL and Bilingual programs in coordination with state-level language arts and other core content subject specialists. Supports complex areas and schools with refinement of state EL guidelines, curriculum, and data reports.
2. Keeps abreast of current and significant research and promising educational activities in EL educational research pertaining to dual language. Identifies schools to support dual language programs and provides the necessary guidance with implementation and monitoring.
3. Evaluates and monitors the program and assesses and identifies program needs to develop goals, objectives, and long-range plans for EL education to ensure system-wide program implementation. Partners with complex areas and other state offices to create and implement a Tri-level Monitoring plan.
4. Provides consultative services to complex areas, schools, and other state office personnel; community groups; and others requesting such services pertaining to EL education. Works collaboratively with other state, district, and complex area specialists to coordinate activities, resources, and implementations.
5. Serves as a liaison between the Department and other State government agencies, community groups, professional organizations, and mainland agencies and organizations in the area of EL education.
6. Prepares program plans, budgets, expenditure plans, contracts, memoranda of agreements, legislative testimony, and memos.
7. Performs other related duties as assigned.
Minimum Qualifications

**Education:** Graduation from an accredited college or university with a master's degree in education with specialization a subject field appropriate to the area(s) of assignment.

**Experience:** Six (6) years of responsible professional work experience in education of which four (4) years shall have been in teaching and (2) years in curriculum or program planning, as appropriate.

**Knowledge of:** Foundations of curriculum and instruction; instructional media and computers; foundations of American education; tests and measurements; principles of learning and individual differences; curriculum design and development; educational statistics; purposes, methods, subject matter and materials pertinent to the area(s) of assignment; research developments, trends and current issues or problems pertinent to the area(s) of assignment; laws, rules, regulations and administrative procedures pertinent to the area(s) of assignment.

**Ability to:** Provides leadership, planning, and coordination in the area(s) of assignment; develop, analyze, and evaluate plans, programs and procedures; communicate effectively with others both orally and in writing; operate computer and other business machines; use tools, equipment, instruments or devices appropriate to the area(s) of assignment; maintain awareness of developments in curriculum or program areas.

Supplemental Information

**SALARY RANGE:** EOSR-7, $107,345 to $151,953.

Department of Education certificated employees will be placed on the salary range in accordance with Department regulations.

All others will be placed on the first step of $107,345.

**WORK YEAR AND BENEFITS:** This appointment will be on a 12-month basis with vacation and sick leave provided according to applicable regulations.

**POSTING CYCLE:** Vacant or unfilled positions may be internally and/or externally advertised on the 1st and/or 16th of any calendar month.

**HOW TO APPLY:** All materials submitted become the property of the Hawaii Department of Education and will not be returned to applicant.

Visit the Hawaii Department of Education career page, listed below. Click on the title of the position you are interested in and click on the green APPLY button in the top righthand corner. Provide all relevant information for consideration including but not limited to your education, work experience, and certificates. It is optional to include a "Personal Statement" of what you can contribute to this specific position.

https://www.schooljobs.com/careers/hawaiipublicschools

Official transcripts (if not on file) must be submitted at the time of an official offer of employment. Transcripts may be sent by U.S. mail to the Office of Talent Management/EO Recruitment, P.O. Box 2360, Honolulu, HI 96804.

After you submit your online application, you will receive a system generated email acknowledging receipt of your application.
Benefits

12-month certificated employees enjoy a range of competitive benefits:

- **Holidays:** Employees observe paid holidays during the school year provided that all conditions under the respective collective bargaining agreement are met.
- **Vacation:** 12-month certificated employees earn 21 days per year.
- **Sick Leave:** 12-month certificated employees earn 21 days per year. Accumulated (unused) credits may be used toward computing retirement benefits.
- **Health Insurance:** If eligible, the State pays a part of the premiums for each employee's enrollment in a State sponsored Medical, Drug, Vision, and Adult Dental Plan.
- **Group Life Insurance:** The State provides a free life insurance policy for employees and retirees.
- **Premium Conversion Plan:** Participating employees may increase their take-home pay by having the State deduct the cost of health care premiums before payroll taxes are withheld.
- **Flexible Spending Accounts:** Eligible employees can reduce their federal and state income taxes and social security taxes through a tax-savings benefit program called Island Flex. This program allows employees to set aside money from their paychecks to pay for out-of-pocket health care expenses and eligible dependent care expenses on a BEFORE-TAX basis.
- **Retirement Plan:** The State contributes to a retirement plan for eligible employees. Generally, employees with at least 10 years of credited service and who have reached 62 years of age or have 30 years of credited service and are 55 years old may retire and receive benefits.
- **Tax Shelter Annuity (TSA):** If eligible, Department employees are able to participate in a tax shelter annuity program. The TSA plan allows eligible employees to contribute pre-tax dollars to an employee-selected investment service provider authorized to provide TSA products.
- **Deferred Compensation:** The State offers employees a tax deferred (sheltered) retirement investment program. This program is an opportunity to build a retirement nest egg through voluntary payroll deductions. Several investment options are available.
- **Temporary Disability Insurance:** Qualified employees may be eligible to receive benefits for a disability caused by a non-work related injury or illness under this program.
- **Social Security:** As an employer, the State also contributes to an employee's social security account.
- **Workers' Compensation:** If an employee is injured while on the job, benefits covering medical expenses and partial wage support may be available through workers' compensation.
- **Union & Collective Bargaining:** Employees have the right to join the union for collective bargaining with the State and employee representation. Some employee unions provide discounts, insurance and other opportunities. Employees may also decide not to join a union, however, employees are required to pay union service fees unless the employee's job is excluded from collective bargaining.

The above is intended as a general summary of the benefits offered and is subject to change. This does not constitute a contract or binding agreement. Benefits vary by type of employment appointment and collective bargaining agreements.

Equal Opportunity

The Hawaii State Department of Education does not discriminate in its educational policies, programs, and activities on the basis of sex, race, color, religion, national origin, age, and disability in accordance with Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Age Discrimination Act of 1975, and Americans with Disabilities Act of 1991. The Department does not discriminate in its employment policies, programs, and activities on the basis of sexual orientation, arrest and court record, and National Guard participation, as well as on the basis of sex, race, color, religion, national origin, age, and disability, in accordance with Title VII of the Civil Rights Act of 1964, Age Discrimination in Employment Act of 1967, Americans with Disabilities Act of 1991, Equal Pay Act of 1963, and Chapter 378, Part I, Hawaii Revised Statutes.
<table>
<thead>
<tr>
<th><strong>Agency</strong></th>
<th>Hawaii State Department of Education</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Address</strong></td>
<td>P.O. Box 2360</td>
</tr>
<tr>
<td></td>
<td>Honolulu, Hawaii, 96804</td>
</tr>
<tr>
<td><strong>Website</strong></td>
<td><a href="https://www.hawaiipublicschools.org">https://www.hawaiipublicschools.org</a></td>
</tr>
</tbody>
</table>