

**TITLE: Revision of Personnel Specialist and Educational Specialist Job
Descriptions**

The Hawaii Teacher Standards Board approves the attached revisions to the job descriptions for the Personnel Specialist II and Educational Specialist II and instructs the Executive Director to begin the revision process with the Office of Human Resources.

The Board makes these revisions because supervision of the Licensing Section and investigation of Professional Fitness matters has become much more comprehensive in scope than when it was assigned in 2002 due to the numbers of applications and Professional Fitness cases. License renewal should also be the responsibility of the Personnel Specialist as the Licensing Section processes renewals and all Section clerks report to the Personnel Specialist.

With these revisions, the Personnel Specialist would have responsibility for all licensing operations, including supervision of the Licensing Section, and the Educational Specialist would have responsibility for coordination with outside agencies and institutions for S.A.T.E., NCATE, Praxis testing, professional development, NASDTEC Interstate Agreement , and Title II.

Submitted by: Janice Shishido

Referred to: Budget and Personnel Committee