

**Hawaii State Department of Education**  
**School Level Educational Officer**  
**Provisional (Initial/Professional) School Administrator Certificate**

Principals and vice principals are known as school-level educational officers. All school-level educational officers must hold a valid Hawai'i State School Administrator Certificate. The Department certifies its own school-level administrators through the Hawai'i Certification Institute of School Leaders (HICISL) program, which is administered by the Department's Leadership Institute. Persons who possess a current, valid school level administrator license through another state may be eligible for certification in Hawai'i if they meet the following requirements.

**Track IV (Vice Principal)**

- Possesses current, valid K-12 school level administrator license
- Holds a Master's Degree in Educational Administration or Educational Leadership from an accredited university
- Has a minimum of five (5) years K-12 school level experience, to include three (3) years satisfactory performance as a licensed, K-12 school level vice principal (or assistant principal) in a public school system
  - private school and/or charter school experience not accepted at this time.
  - residency, internships and practicum under a provisional or preliminary license does not meet the (3) year minimum requirement.
  - duties performed must be comparable to a HIDEOE vice principal
  - satisfactory performance as an administrator as evidenced through evaluations

**Track V (Principal)**

- Possesses current, valid K-12 school level administrator license
- Holds a Master's Degree in Educational Administration or Educational Leadership from an accredited university
- Has a minimum of five (5) years K-12 school level experience, to include four (4) years satisfactory performance as a licensed, K-12 school level principal or higher, in a public school system
  - private school and/or charter school experience not accepted at this time.
  - residency, internships and practicum under a provisional or preliminary license does not meet the (3) year minimum requirement.
  - duties performed must be comparable to a HIDEOE vice principal
  - satisfactory performance as an administrator as evidenced through evaluations

Once all requirements are met, applicants will be issued a provisional certificate (valid for two years from the date of issue) and be able to apply for vacant school level administrator positions. Upon securing a position, applicants must participate in identified HICISL program certification activities to support his/her transition into the Department. Track IV and/or Track V applicants must complete the HICISL/PDERI certification activities and receive satisfactory performance evaluations for two years in order to receive tenure in HIDEOE and have the provisional license reissued.

The Hawai'i Certification Institute for School Leaders (HICISL) Program is intended for Principal certification with Vice Principal certification as the first step for school leaders. The HICISL Program supports qualified personnel in the Hawai'i Department of Education (HIDOE) as well as non-HIDOE individuals. **All applicants must meet qualifications as of the date of the application submission.**

### **TRACK A (TENURED HIDOE APPLICANTS)**

Application to the HICISL Program via Track A is available to:

- Tenured, certificated teachers currently employed in the HIDOE public school system. The definition of "teacher" includes support personnel who are members of the Hawaii State Teachers Association Bargaining Unit 05 such as counselors, registrars, and librarians;
- With four (4) or more years of K-12 teaching experience as a full-time licensed public school teacher; and
- Satisfactory performance evaluations.

### **TRACK B (NON-TENURED HIDOE OR NON-HIDOE APPLICANTS)**

Track B applicants who are **non-HIDOE or charter school** employees are solely responsible for their travel, lodging, and ground transportation expenses for HICISL Program activities including but not limited to, the face-to-face screening interview, Orientation/Pre-Sessions, Summer Institute (SI), and Post-Sessions. Upon successful completion of all summer requirements, Track B candidates must be assigned to a vacant Vice Principal position to actively continue in the HICISL Program.

Application to the HICISL Program via Track B is available to:

- Non-tenured HIDOE public school or charter school employees or non-HIDOE applicants;
- With a K-12 school administrator license or master's degree in educational administration/educational leadership;
- Four (4) or more years K-12 teaching experience as a full-time licensed public school teacher; and
- Satisfactory performance evaluations.

To best develop and prepare school leaders to be highly effective school administrators, the HICISL program is delivered in two phases. The first phase is the vice-principal (assistant principal) certification program (HICISL-VP). During this phase, candidates learn about adaptive leadership, shared leadership, and about being change leaders. The HIDOE specialists also provide technical knowledge as it is related to school leadership. HICISL-VP candidates must complete a series of seminars, assessments and residency. Successful completion of this phase, including satisfactory<sup>[1]</sup> performance on the current evaluation tool, results in the

candidate receiving an Initial School Administrator Certificate (ISAC). The ISAC allows the candidate to apply and be considered for vacant vice-principal positions.

The second phase is the principal certification program (HICISL-P). Focused on preparing for the principalship, HICISL-P continues to build upon all aspects of school leadership.

Upon successful completion of HICISL-P, including all program requirements and satisfactory performance on the current evaluation tool, the candidate will receive the Professional School Administrator Certificate (PSAC). The PSAC allows the candidate to apply and be considered for vacant principal positions.

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[1]

**Class codes: see below**

**DEPARTMENT OF EDUCATION  
STATE OF HAWAII**

**PRINCIPAL I – VIII**

**DUTIES SUMMARY:**

Has immediate responsibility for the total operation, administration and management of a public school; directs a professional staff in carrying out the curriculum development and instructional programs of the school; may supervise administrative personnel and supervises clerical and support service personnel in administering and managing the business, teacher personnel, pupil personnel, facilities and grounds maintenance, lunch services, and auxiliary programs and functions of the school; and performs other related duties as required.

**DISTINGUISHING CHARACTERISTICS:**

This class differs from the Vice Principal in that the Principal has immediate responsibility for the total operation, administration and management of a public school; whereas the Vice Principal assists the Principal in the total operation, administration and management of a public school.

This class differs from the Community School Principal in that the Principal has immediate responsibility for the total operation, administration and management of a public school; whereas the Community School Principal has immediate responsibility of the total operation, administration and management of a community school.

A position in this class performs with considerable independence and authority under the general supervision of a Complex Area Superintendent in operating and maintaining the plant facilities and administering and managing the ongoing programs of a public school within prescribed departmental policies and objectives.

The Principal classes are distinguished from one another on the basis of each school's rating as determined by three factors: 1) grade level categories, 2) student enrollment, and 3) number of tracks.

**CLASSIFICATION OF PRINCIPALS**

| Class code | Class Title                      | Rating Scale                 | Salary Range |
|------------|----------------------------------|------------------------------|--------------|
| 51168      | 12-Mo High School Principal VIII | 1800 or more students        | EO-11        |
| 51167      | 12-Mo High School Principal VII  | 1200 – 1799 students         | EO-10        |
| 51166      | 12-Mo High School Principal VI   | 600 – 1199 students          | EO-09        |
| 51165      | 12-Mo High School Principal V    | Less than 600 students       | EO-08        |
| 51257      | 12-Mo MT Inter Principal VII     | 900+ students & multi-track  | EO-10        |
| 51156      | 12-Mo Inter Principal VI         | 900 or more students         | EO-09        |
| 51155      | 12-Mo Inter Principal V          | 400 – 899 students           | EO-08        |
| 51154      | 12-Mo Inter Principal IV         | Less than 400 students       | EO-07        |
| 51257      | 12-Mo MT Elem Principal V        | 1000+ students & multi-track | EO-09        |
| 51144      | 12-Mo Elem Principal IV          | 1000 or more students        | EO-08        |
| 51143      | 12-Mo Elem Principal III         | 600 – 999 students           | EO-07        |
| 51142      | 12-Mo Elem Principal II          | 200 – 599 students           | EO-06        |
| 51141      | 12-Mo Elem Principal I           | Less than 200 students       | EO-05        |

**EXAMPLES OF DUTIES:**

1. Organizes the staff of the school for effective conduct of the instructional program, co-curricular program, and auxiliary functions.
2. Appraises staff competencies and assigns personnel in accordance with curricular needs and other necessary services.
3. Interviews, selects, places, and orients new personnel, including instructional and support service personnel.
4. Promotes employee welfare and morale.
5. Evaluates, rates, and assists all personnel in job performance.
6. Recommends disciplinary action or dismissal of incompetent personnel.
7. Promotes and encourages in-service training and self-improvement efforts.
8. Coordinates and schedules pupil activities and programs, including extra-curricular activities.
9. Provides for the proper registration and release of pupils and makes decisions on geographic exception requests.
10. Provides for the proper evaluation and placement of pupils, the justification of special needs, and development of programs to meet their needs.
11. Provides for the counseling of pupils and parents and disciplining, suspension, or recommending dismissal of students.
12. Provides health services for emergencies and coordinates the provision of services in vision, hearing, and dental examinations.
13. Estimates future student enrollment and maintains student records.
14. Keeps abreast of curriculum changes and new ideas and encourages innovation and experimentation on the part of the staff within the limits and policies prescribed by the Department.
15. Makes available access to and ensures the proper care and maintenance of school facilities, supplies, equipment, and materials necessary for the operation of the school and the conduct of an effective instructional program.
16. Conducts class visits, evaluates teacher performances, and holds individual conferences to help teachers improve in their performance.
17. Consults with complex, district, and state personnel in planning capital improvement programs and repair and maintenance projects.
18. Conducts a safety program to provide for the safety and well-being of students and staff.
19. Approves and schedules outside requests for the use of school facilities and grounds.

20. Compiles and reviews budgetary requests of the instructional staff, establishes priority of needs for equipment and supplies, and develops the annual operating budget for the school.
21. Develops the school expenditure plan and monitors its implementation.
22. Administers the school's bus subsidy program, school lunch program, and other similar activities.
23. Meets with parents and community groups to develop interest and participation in school activities and to promote an understanding of school programs.
24. Participates in community activities as the Department's representative.
25. Resolves conflicts and complaints arising from the operation of the school.

**MINIMUM QUALIFICATION REQUIREMENTS (MQRs):**

**Education and Experience:** Principals shall meet the department's certification requirements per HRS 302A-605 and have appropriate school-level experience as determined by the Department. Individuals must possess the State of Hawaii Professional School Administrator's Certificate.

**Knowledge of:** Principles and practices of school management; principles and practices of supervision; procedures pertaining to the administration of school programs; educational principles and learning theories; principles and practices of public relations and budget preparation.

**Ability to:** Plan, organize, direct, coordinate, and evaluate the work of a staff of professional and sub-professional personnel in carrying out the various programs of a school; develop and maintain effective relationships with parental and community groups; represent the Department in meetings and conferences, and participate in community activities; deal tactfully and effectively with others; communicate clearly and effectively, both orally and in writing; analyze programs; and present and explain budgets to public officials and others.

# HAWAII CERTIFICATION INSTITUTE FOR SCHOOL LEADERS

## UNIVERSITY COURSEWORK REQUIREMENTS May 2019

### **Required HICISL Program Courses:**

1. Introduction to Educational Administration
2. School Community Relations
3. Financial Management for School Administrators
4. Education Law
5. Leadership for Educational Administrators/Seminar in the Principalship
6. Managing Communication and Personnel Issues/Teacher Development and Evaluation
7. Curriculum Administration

### **Vice Principal Certification Program Recommended Courses:**

1. Introduction to Educational Administration
2. Education Law
3. Managing Communication and Personnel Issues/Teacher Development and Evaluation
4. Curriculum Administration

### **Principal Certification Program Recommended Courses:**

1. School Community Relations
2. Financial Management for School Administrators
3. Leadership for Educational Administrators/Seminar in the Principalship

### **Partner Universities:**

#### University of Hawaii-Manoa

EDEA 601  
EDEA 610  
EDEA 620  
EDEA 630  
EDEA 775  
EDEA 670  
EDEA 680

#### Chaminade

EDUC 741  
EDUC 745  
EDUC 746  
EDUC 743  
EDUC 742  
EDUC 744  
EDUC 747

JOSH GREEN, M.D.  
GOVERNOR




KEITH T. HAYASHI  
SUPERINTENDENT

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

OFFICE OF THE DEPUTY SUPERINTENDENT OF OPERATIONS

April 25, 2023

TO: All Vice Principals/Employees with a Hawaii Initial School Administrator Certificate

FROM: Curt T. Otaguro   
Deputy Superintendent of Operations

SUBJECT: **Hawai'i Certification Institute for School Leaders Principal Certification  
School Year 2023-2024**

The Hawaii State Department of Education (Department) seeks potential school principals who possess a professional commitment to public education and who promote equity and excellence to empower students for community, career, and college success. Interested applicants must be school leaders who possess a Hawaii Initial School Administrator Certificate (ISAC) and are committed to further developing their leadership skills to obtain a Professional School Administrator Certificate (PSAC) required for the principalship.

Applications for the Hawai'i Certification Institute for School Leaders (HICISL) Principal Certification Program are being accepted for the School Year (SY) 2023-2024. All applicants must:

1. Have earned an ISAC through the HICISL Vice Principal Certification program or possess a current provisional ISAC (ISAC-P);
2. Be in a Department Vice Principal position or working towards securing a Department Vice Principal position (Must be in a Vice Principal position by July 20, 2023, to continue in the program);
3. Have one (1) year of satisfactory performance as an administrator, as evidenced on the SY 2022-2023 Annual Performance Evaluation. Ratings of three (3) or better on each component, including the overall rating, are required;
4. Be tenured as a Department Educational Officer by August 5, 2023;
5. Secure a recommendation with evidence from their Principal/Supervisor; and
6. Secure an endorsement from their Complex Area Superintendent/Assistant Superintendent.

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. Non-Department applicants will be responsible for all HICISL Program costs (air and ground transportation, lodging, training materials, etc.).

AN AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER



All Vice Principals/Employees with a Hawaii ISAC  
April 25, 2023  
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The HICISL Principal Certification Program online application posting period, is from May 1, 2023 to May 31, 2023. All applicants must complete the online application and upload all required documents to <https://ehr.k12.hi.us> by **Wednesday, May 31, 2023 (11:59 p.m.)**.

Required documents:

1. Resume or Curriculum Vitae (CV);
2. Principal/Supervisor Recommendation (Attachment 5) with evidence, and with Principal/Supervisor signature required;
3. Commitment Statement (Attachment 6);
4. Annual Performance Evaluation for the past school year; and
5. Complex Area Superintendent/Assistant Superintendent endorsement (Attachment 7).

Applicants will be notified of their acceptance/non-acceptance to the HICISL Principal Certification Program by July 1, 2023. The mandatory onboarding seminars are scheduled for July 21 and July 22, 2023.

Should you have any questions, please contact Makanoé Kawasaki, Educational Specialist, or Walleen Hirayama, Administrator of Professional Development and Educational Research Institute, at (808) 784-5300 or via email at [Makanoé.Kawasaki@k12.hi.us](mailto:Makanoé.Kawasaki@k12.hi.us) or [Walleen.Hirayama@k12.hi.us](mailto:Walleen.Hirayama@k12.hi.us).

CTO:smk  
Attachments (7)

c: Deputy Superintendents  
Assistant Superintendents  
Complex Area Superintendents  
Leadership Institute

# 44445\_Deputy Supt to sign LI HICISL Principal Memo

Final Audit Report

2023-04-25

|                 |  |
|-----------------|--|
| Created:        | 2023-04-25                                   |
| By:             | 20371107@k12.hi.us                           |
| Status:         | Signed                                       |
| Transaction ID: | CBJCHBCAABAAzbgVivtKAQN5GuLIE0EsREEfALhiQWeY |

## "44445\_Deputy Supt to sign LI HICISL Principal Memo" History

-  Document created by 20371107@k12.hi.us  
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-  Document emailed to 20371734@k12.hi.us for signature  
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-  Email viewed by 20371734@k12.hi.us  
2023-04-25 - 8:11:13 PM GMT
-  Signer 20371734@k12.hi.us entered name at signing as Curt Otaguro  
2023-04-25 - 8:11:56 PM GMT
-  Document e-signed by Curt Otaguro (20371734@k12.hi.us)  
Signature Date: 2023-04-25 - 8:11:58 PM GMT - Time Source: server
-  Agreement completed.  
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