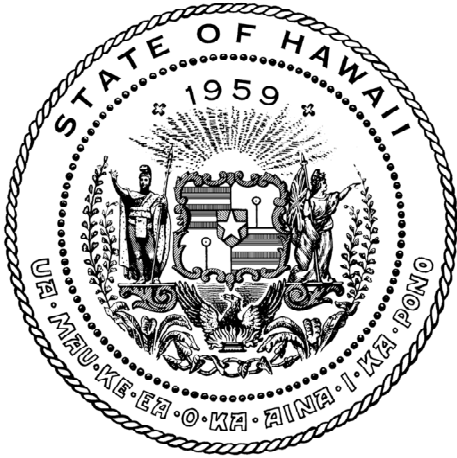


Plan of Organization

Updated as of June 30, 2024



Department of Education
State of Hawaii

Office of Talent Management/Management Support Services Section ~ Department of Education ~ State of Hawaii ~ Revised June 30, 2024

FOREWORD

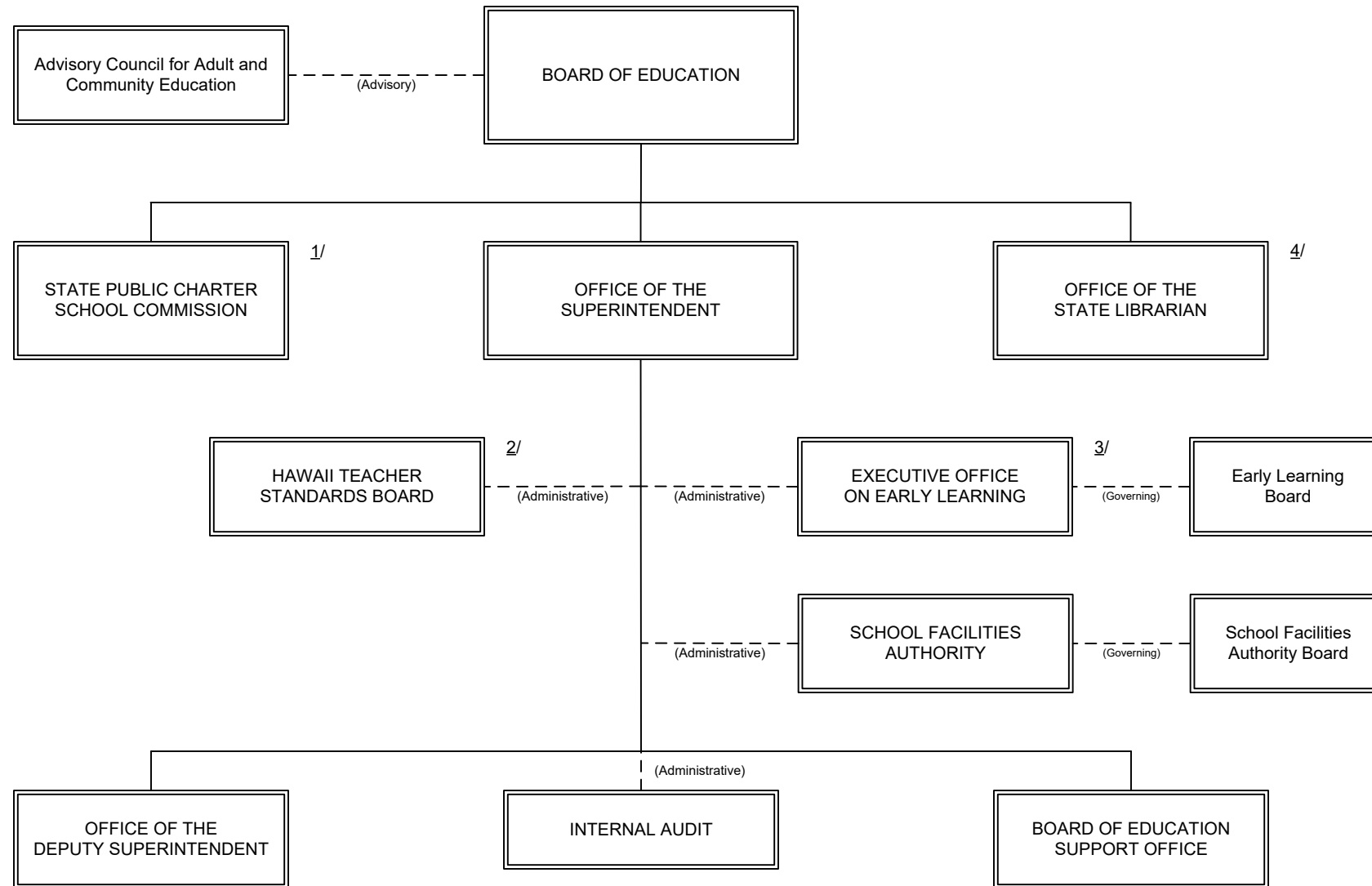
The Department of Education (DOE) *Plan of Organization* documents the official organization of state and complex area offices of the department, as approved by the Superintendent of Education pursuant to Section 302A-1111, Hawaii Revised Statutes. The *Plan of Organization* describes the organizational structure, supervisory relationships among established positions, and the functions of each state and complex area office in the department. This edition supersedes all previous editions of the DOE *Plan of Organization*.

Any change to the organizational structure, supervisory relationships among established positions, or functional responsibilities described herein must be submitted for approval. Organizational change requests may be initiated at any time by the designated head of the office affected. Offices contemplating an organizational change should inform the Office of Talent Management (OTM), Management Support Services Section.

The *Plan of Organization* shall be updated annually to reflect routine changes in the titles, numbers, and salary ranges of established positions. OTM will coordinate the annual update. OTM shall maintain the *Plan of Organization* and distribute the annual update and any intervening approved organizational changes to all holders of the *Plan*.



Keith T. Hayashi
Superintendent of Education



^{1/} The State Public Charter School Commission organization is published separately.

^{2/} The Executive Director is appointed by the BOE.

^{3/} The Executive Director is appointed by the Early Learning Board.

^{4/} The public library system organization is published separately by the State Librarian.

COMPLEX AREA SCHOOLS

HONOLULU DISTRICT

Farrington / Kaiser / Kalani Complex Area

Farrington Complex

Farrington High
Dole Middle
Kalakaua Middle
Fern Elementary
Kaewai Elementary
Kalihi Elementary
Kalihi-Kai Elementary
Kalihi-Uka Elementary
Kalihi-Waena Elementary
Kapalama Elementary
Linapuni Elementary
Puuhale Elementary

Kaiser Complex

Kaiser High
Niu Valley Middle
Aina Haina Elementary
Hahaione Elementary
Kamiloiki Elementary
Koko Head Elementary

Kalani Complex

Kalani High
Kaimuki Middle
Kahala Elementary
Liholiho Elementary
Waikiki Elementary
Wilson Elementary
Hawaii School for the Deaf & the Blind

Community School for Adults

Farrington Campus

Kaimuki / McKinley / Roosevelt Complex Area

Kaimuki Complex

Kaimuki High
Jarrett Middle
Washington Middle
Ala Wai Elementary
Aliiolani Elementary
Hokulani Elementary
Jefferson Elementary
Kuhio Elementary
Lunalilo Elementary
Palolo Elementary

McKinley Complex

McKinley High
Kaahumanu Elementary
Kaiulani Elementary
Kauluwela Elementary
Lanakila Elementary
Likelike Elementary
Princess Ruth Ke'elikōlani Middle
Royal Elementary

Roosevelt Complex

Roosevelt High
Kawanānakoā Middle
Stevenson Middle
Lincoln Elementary
Maemae Elementary
Manoa Elementary
Noelani Elementary
Nuuanu Elementary
Pauoa Elementary
Anuenue Elementary & High

Community School for Adults

McKinley Community School
(Main Center)

CENTRAL DISTRICT

Aiea / Moanalua / Radford Complex Area

Aiea Complex

Aiea High
Aiea Intermediate
Aiea Elementary
Pearl Ridge Elementary
Scott Elementary
Waimalu Elementary
Webling Elementary

Moanalua Complex

Moanalua High
Moanalua Middle
Moanalua Elementary
Red Hill Elementary
Salt Lake Elementary
Shafter Elementary

Radford Complex

Radford High
Aliamanu Middle
Aliamanu Elementary
Hickam Elementary
Makalapa Elementary
Mokulele Elementary
Nimitz Elementary
Pearl Harbor Elementary
Pearl Harbor Kai Elementary

Community School for Adults

Moanalua Campus

Leilehua / Mililani / Waialua Complex Area

Leilehua Complex

Leilehua High
Wahiawa Middle
Wheeler Middle
Daniel K. Inouye Elementary
Helemano Elementary
Iliahi Elementary
Kaala Elementary
Solomon Elementary
Wahiawa Elementary
Wheeler Elementary

Mililani Complex

Mililani High
Mililani Middle
Kipapa Elementary
Mililani 'Ike Elementary
Mililani Mauka Elementary
Mililani Uka Elementary
Mililani Waena Elementary

Waialua Complex

Waialua High & Intermediate
Haleiwa Elementary
Waialua Elementary

Community School for Adults

Wahiawa Campus

COMPLEX AREA SCHOOLS

LEEWARD DISTRICT

Campbell / Kapolei Complex Area

Campbell Complex

Campbell High
 Ilima Intermediate
 Ewa Elementary
 Ewa Beach Elementary
 Ewa Makai Middle
 Holomua Elementary
 Iroquois Point Elementary
 Kaimiloa Elementary
 Keoneula Elementary
 Pohakea Elementary

Kapolei Complex

Kapolei High
 Kapolei Middle
 Barbers Point Elementary
 Hookele Elementary
 Kapolei Elementary
 Makakilo Elementary
 Mauka Lani Elementary
 Honouliuli Middle

Community School for Adults

Kapolei Campus

Nanakuli / Waianae Complex Area

Nanakuli Complex

Nanakuli High & Intermediate
 Nanaikapono Elementary
 Nanakuli Elementary

Waianae Complex

Waianae High
 Waianae Intermediate
 Leihoku Elementary
 Maili Elementary
 Makaha Elementary
 Waianae Elementary

Community School for Adults

Waianae Campus

Pearl City / Waipahu Complex Area

Pearl City Complex

Pearl City High
 Highlands Intermediate
 Kanoelani Elementary
 Lehua Elementary
 Manana Elementary
 Momilani Elementary
 Palisades Elementary
 Pearl City Elementary
 Pearl City Highlands Elementary
 Waiau Elementary

Waipahu Complex

Waipahu High
 Waipahu Intermediate
 August Ahrens Elementary
 Honowai Elementary
 Kaleiopuu Elementary
 Waikele Elementary
 Waipahu Elementary

Community School for Adults

Waipahu Community School
 (Main Center)

WINDWARD DISTRICT

Castle / Kahuku Complex Area

Castle Complex

Castle High
 King Intermediate
 Ahuimanu Elementary
 Heeia Elementary
 Kahaluu Elementary
 Kaneohe Elementary
 Kapunahala Elementary
 Parker Elementary
 Puohala Elementary
 Waiahole Elementary

Kahuku Complex

Kahuku High & Intermediate
 Hauula Elementary
 Kaaawa Elementary
 Kahuku Elementary
 Laie Elementary
 Sunset Beach Elementary

Kailua / Kalaheo Complex Area

Kailua Complex

Kailua High
 Enchanted Lake Elementary
 Kaelepulu Elementary
 Keolu Elementary
 Maunawili Elementary
 Pope Elementary
 Waimanalo Elem & Intermediate
 Olomana School

Kalaheo Complex

Kalaheo High
 Kailua Intermediate
 Aikahi Elementary
 Kailua Elementary
 Kainalu Elementary
 Mokapu Elementary

Community School for Adults

Windward Campus

COMPLEX AREA SCHOOLS

HAWAII DISTRICT

Hilo / Laupahoehoe / Waiakea Complex Area

Hilo Complex

Hilo High
Hilo Intermediate
Kalaniana'ole Elem & Intermediate
De Silva Elementary
Haaheo Elementary
Hilo Union Elementary
Kapiolani Elementary
Kaumana Elementary
Keaukaha Elementary

Waiakea Complex

Waiakea High
Waiakea Intermediate
Waiakea Elementary
Waiakeawaena Elementary

Community School for Adults

Waipahu Community School
Hilo Campus

Ka'u / Keaau / Pahoa Complex Area

Ka'u Complex

Ka'u High & Pahala Elementary
Naalehu Elementary

Keaau Complex

Keaau High
Keaau Middle
Keaau Elementary
Mountain View Elementary

Pahoa Complex

Pahoa High & Intermediate
Keonepoko Elementary
Pahoa Elementary

Honokaa / Kealakehe / Kohala / Konawaena Complex Area

Honokaa Complex

Honokaa High & Intermediate
Paauilo Elementary & Intermediate
Honokaa Elementary
Waimea Elementary

Kealakehe Complex

Kealakehe High
Kealakehe Intermediate
Holualoa Elementary
Kealakehe Elementary
Waikoloa Elementary & Middle

Kohala Complex

Kohala High
Kohala Middle
Kohala Elementary

Konawaena Complex

Kahakai Elementary
Konawaena High
Konawaena Middle
Konawaena Elementary
Honaunau Elementary
Hookena Elementary
Ke Kula O Ehunuiakimalino High & Elementary

Community School for Adults

Waipahu Community School
Kona Campus

MAUI DISTRICT

Baldwin / Kekaulike / Kulanihakoi / Maui Complex Area

Baldwin Complex

Baldwin High
Iao Intermediate
Puu Kukui Elementary
Waihee Elementary
Wailuku Elementary

Kekaulike Complex

Kekaulike High
Kalama Intermediate
Haiku Elementary
Kula Elementary
Makawao Elementary
Paia Elementary
Pukalani Elementary

Kulanihakoi Complex

Kihei Elementary
Lokelani Intermediate
Kamalii Elementary
Kulanihakoi High

Maui Complex

Kahului Elementary
Lihikai Elementary
Maui High
Maui Waiena Intermediate
Pomaikai Elementary

Community School for Adults

Maui Campus

Hana / Lahaina / Lanai / Molokai Complex Area

Hana Complex

Hana High & Elementary

Lahaina Complex

Lahainaluna High
Lahaina Intermediate
Kamehameha III Elementary
Nahienaena Elementary

Lanai Complex

Lanai High & Elementary

Molokai Complex

Molokai High
Molokai Middle
Kaunakakai Elementary
Kilohana Elementary
Maunaloa Elementary

COMPLEX AREA SCHOOLS

KAUAI DISTRICT

Kapaa / Kauai / Waimea Complex Area

Kapaa Complex

Kapaa High
Kapaa Middle
Hanalei Elementary
Kapaa Elementary
Kilauea Elementary

Kauai Complex

Kauai High
Kamakahahei Middle
Kaumualii Elementary
Koloa Elementary
Wilcox Elementary

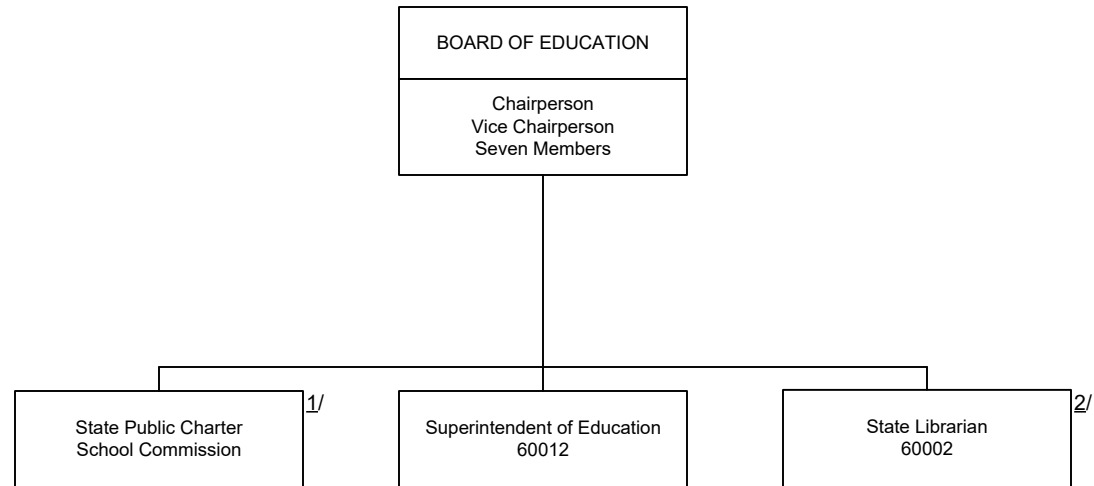
Waimea Complex

Waimea High
Waimea Canyon Middle
Eleele Elementary
Kalaheo Elementary
Kekaha Elementary
Niihau High & Elementary

Community School for Adults

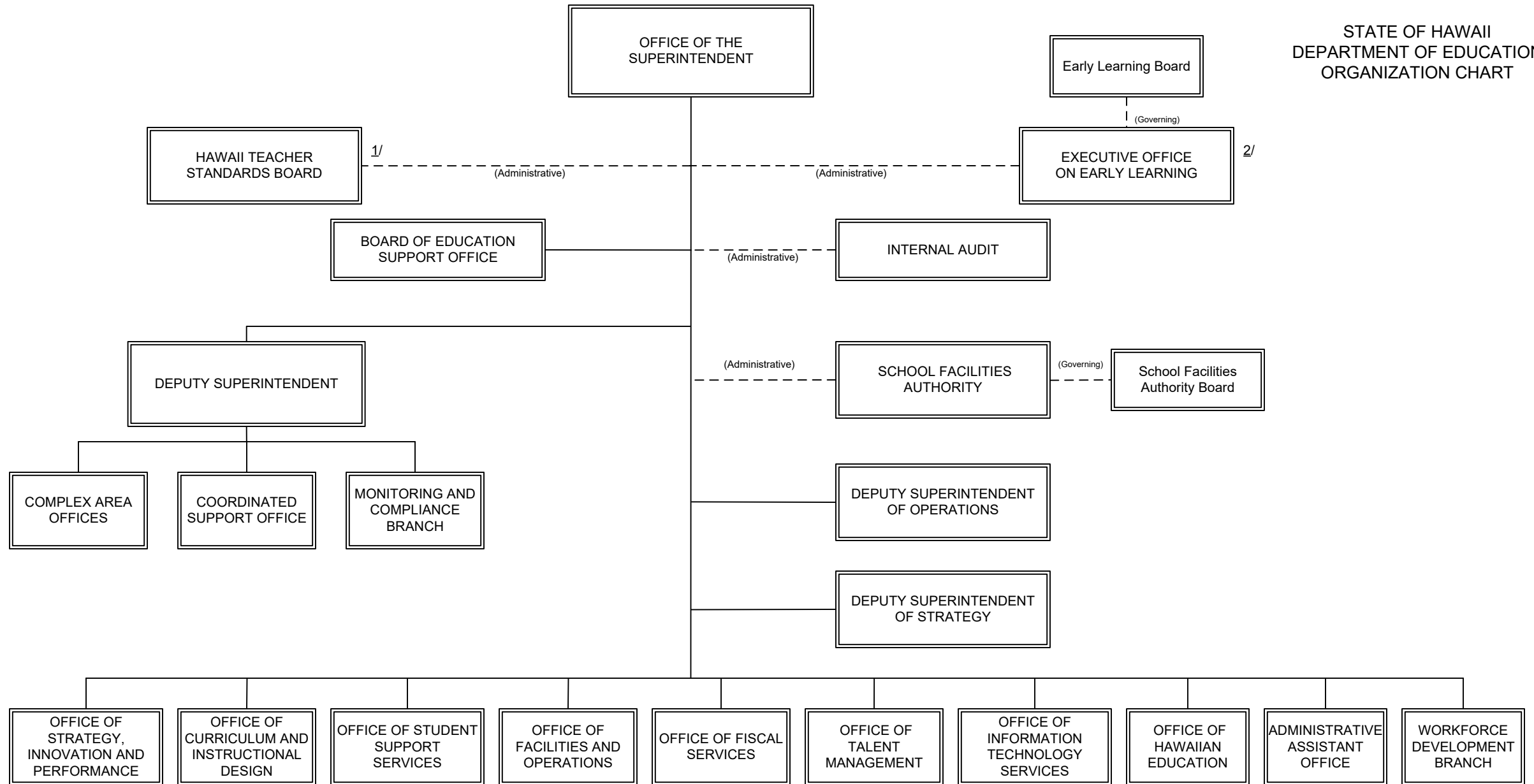
Kauai Campus

STATE OF HAWAII
DEPARTMENT OF EDUCATION
BOARD OF EDUCATION
ORGANIZATION CHART



^{1/} The State Public Charter School Commission organization is published separately.
^{2/} The public library system organization is published separately by the State Librarian.

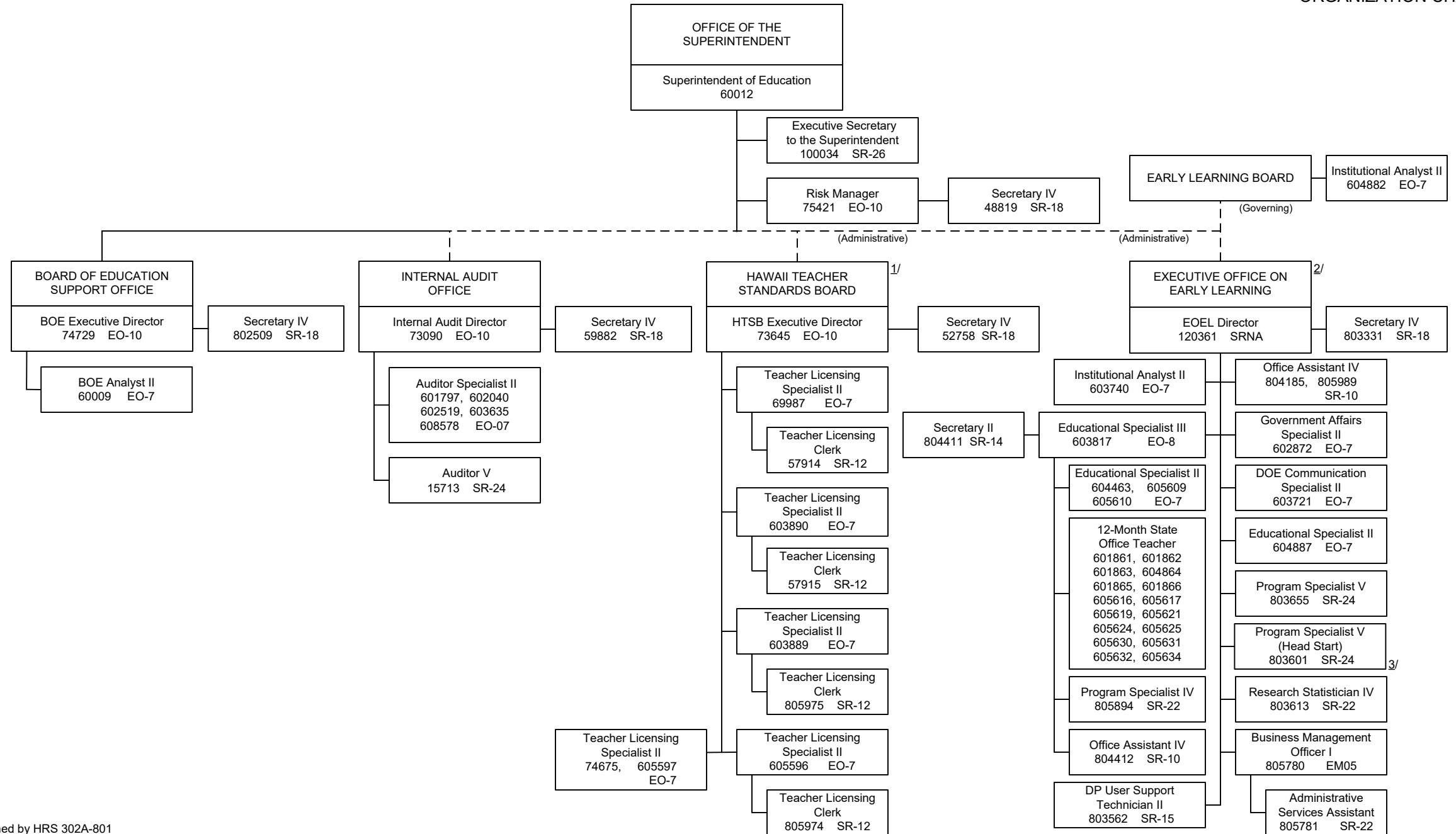
STATE OF HAWAII
DEPARTMENT OF EDUCATION
ORGANIZATION CHART



1/ The Executive Director is appointed by the BOE.

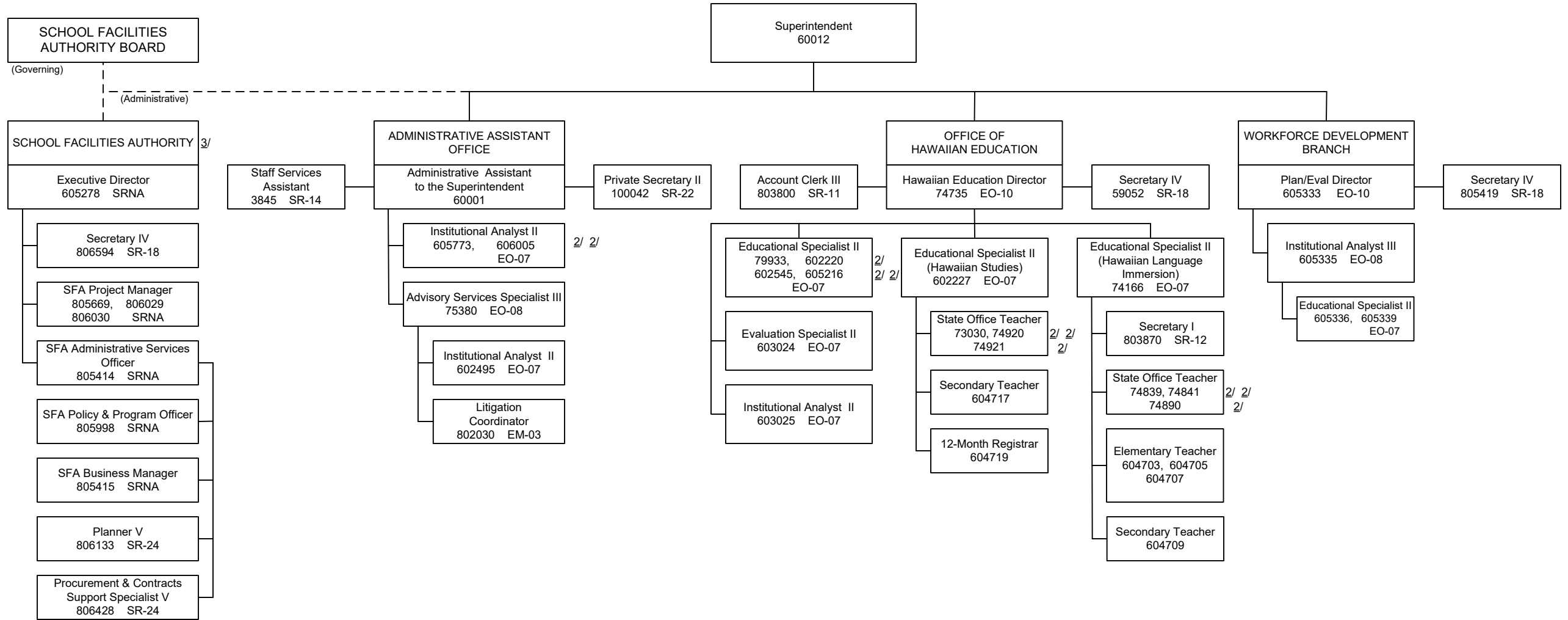
2/ The Executive Director is appointed by the Early Learning Board.

STATE OF HAWAII
DEPARTMENT OF EDUCATION
OFFICE OF THE SUPERINTENDENT
ORGANIZATION CHART



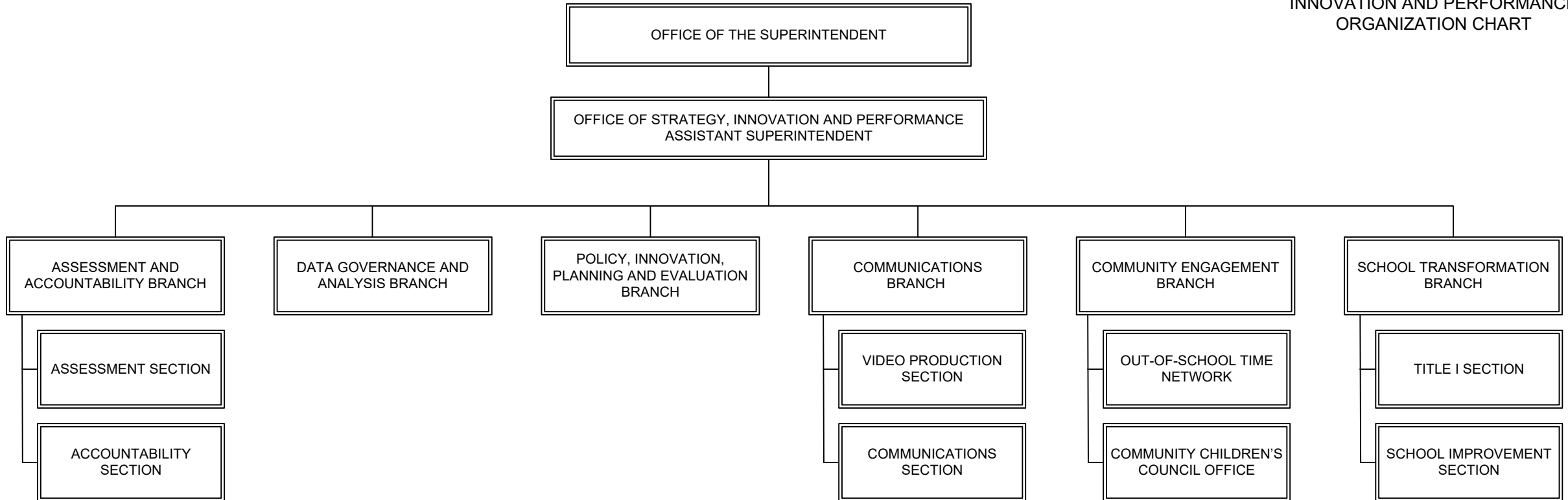
1/ Established by HRS 302A-801
2/ Established by HRS 302L-1.5
3/ Temporary position, Federal funds

STATE OF HAWAII
DEPARTMENT OF EDUCATION
OFFICE OF THE SUPERINTENDENT
ORGANIZATION CHART

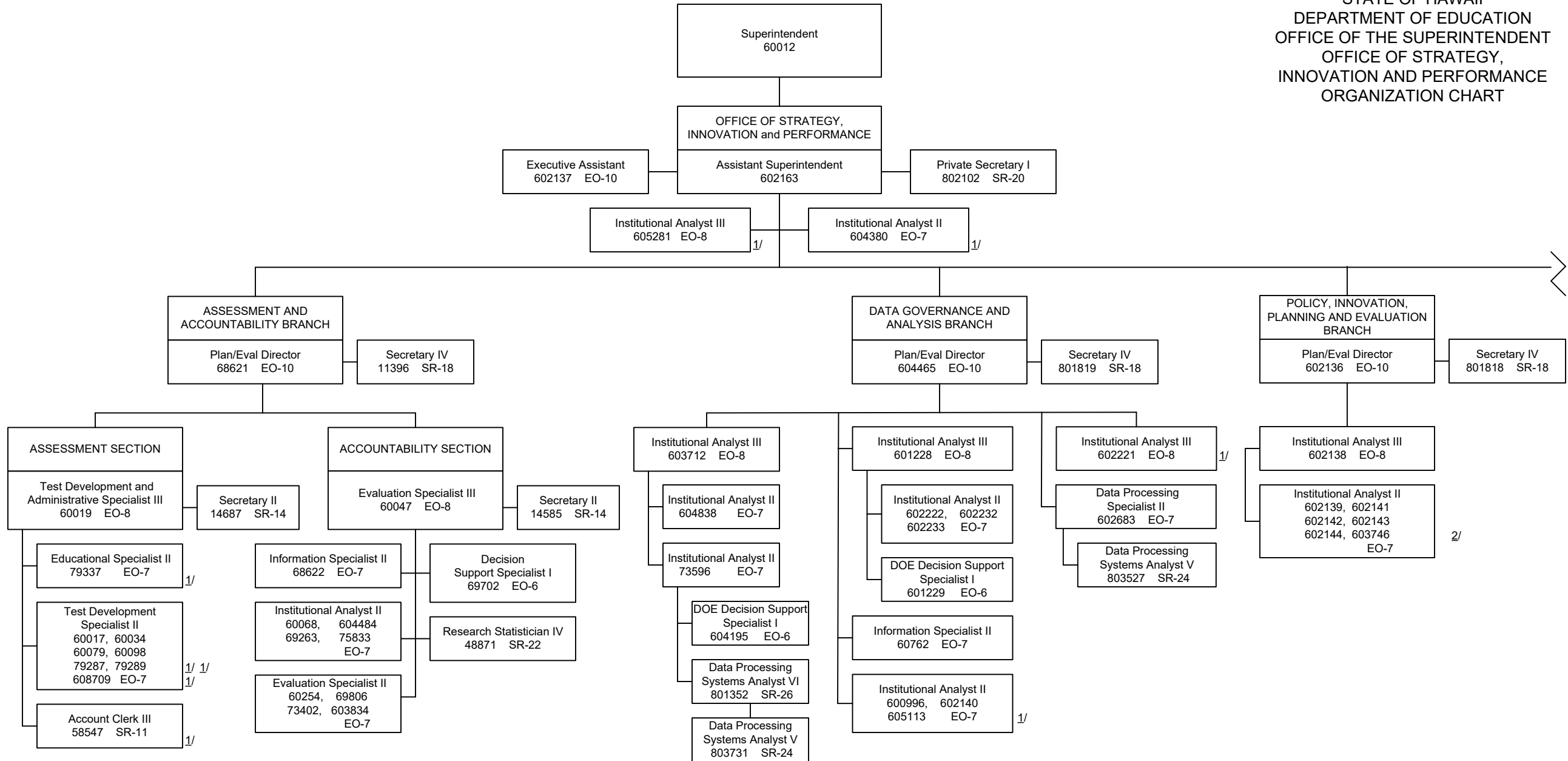


1/ Temporary position, Federal funds
2/ Temporary position, General funds
3/ Established by HRS 302A-1702

STATE OF HAWAII
DEPARTMENT OF EDUCATION
OFFICE OF THE SUPERINTENDENT
OFFICE OF STRATEGY,
INNOVATION AND PERFORMANCE
ORGANIZATION CHART

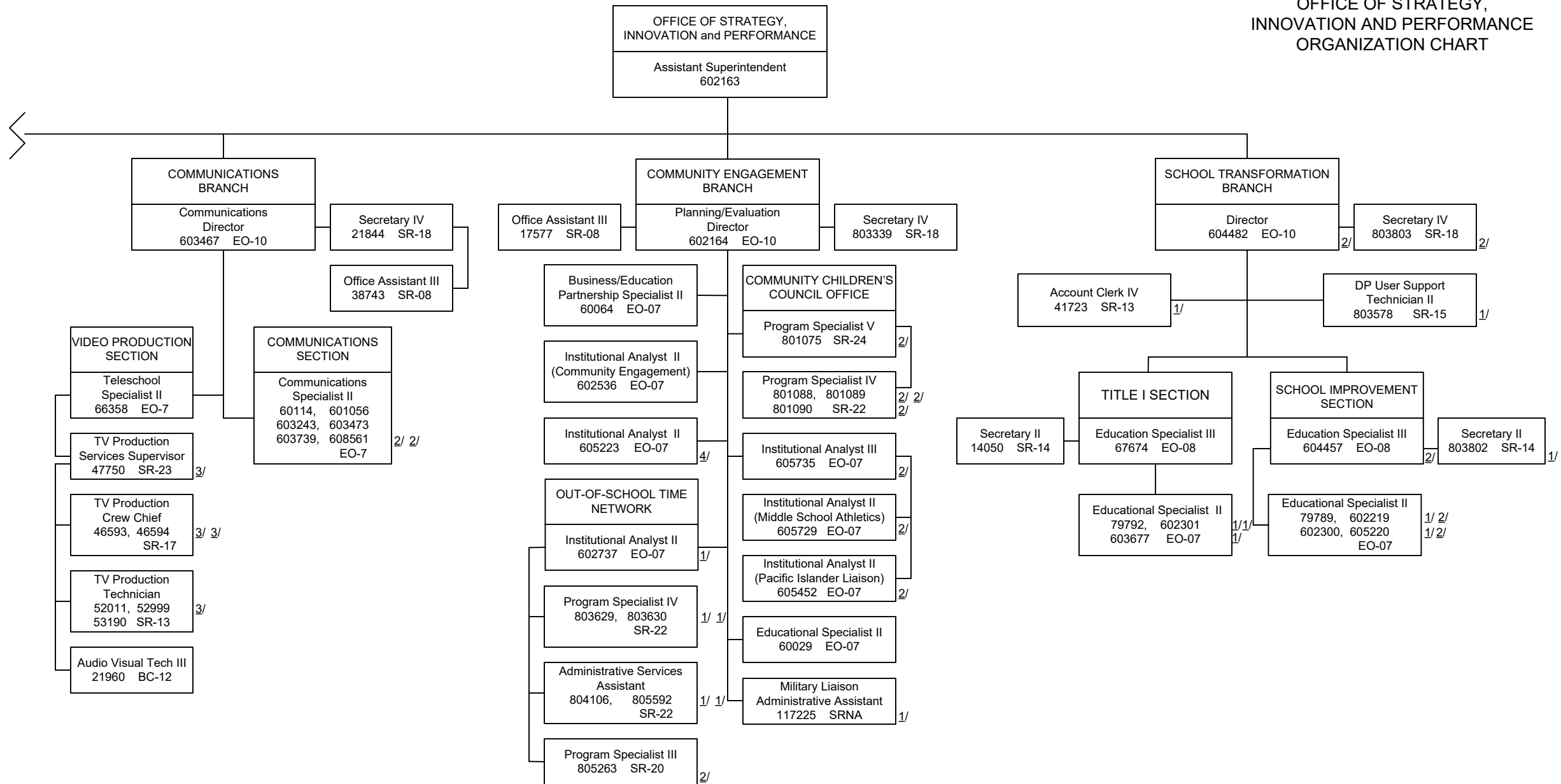


STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 OFFICE OF THE SUPERINTENDENT
 OFFICE OF STRATEGY,
 INNOVATION AND PERFORMANCE
 ORGANIZATION CHART



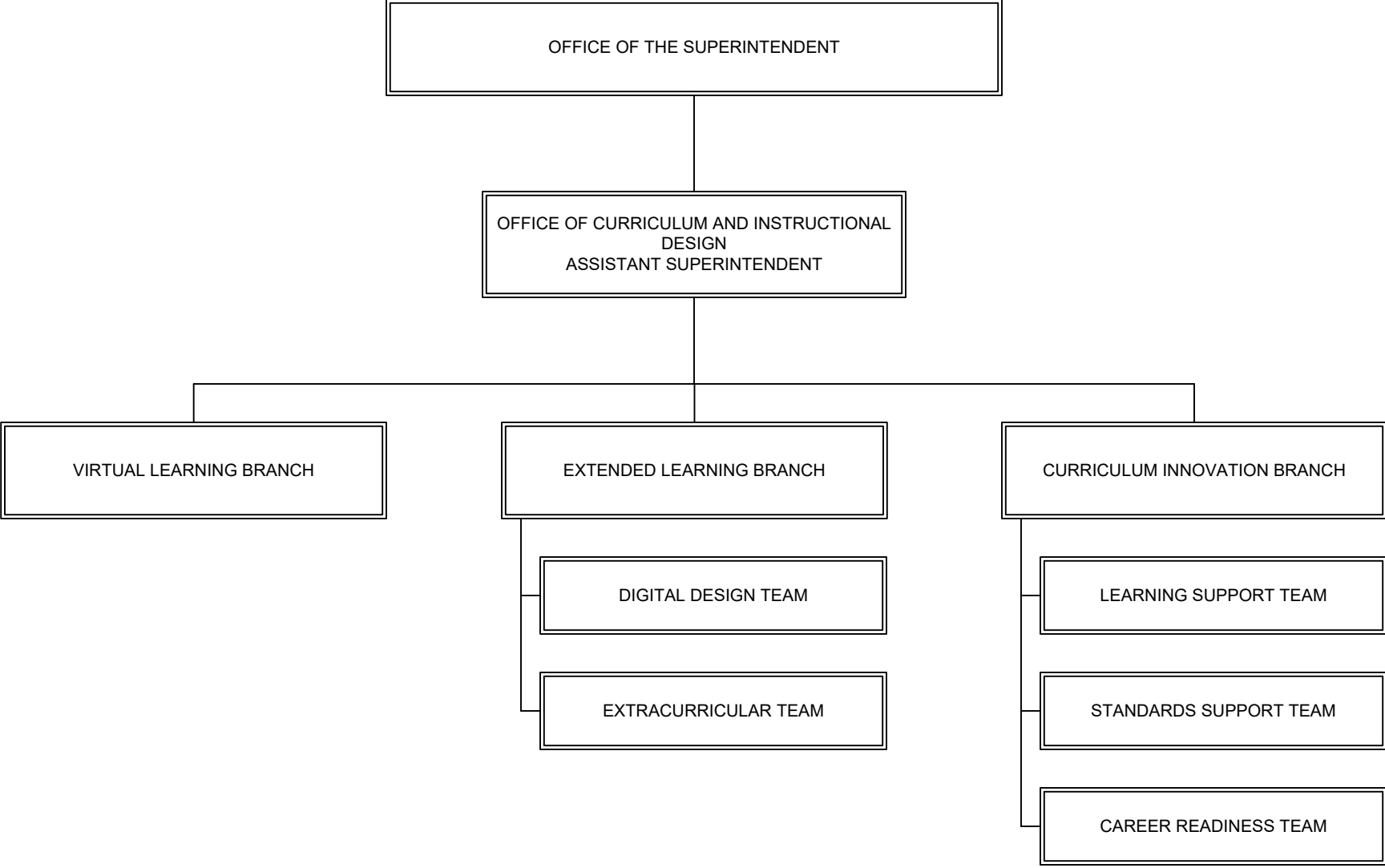
1/ Temporary position, Federal funds
 2/ Temporary position, General funds

STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 OFFICE OF THE SUPERINTENDENT
 OFFICE OF STRATEGY,
 INNOVATION AND PERFORMANCE
 ORGANIZATION CHART

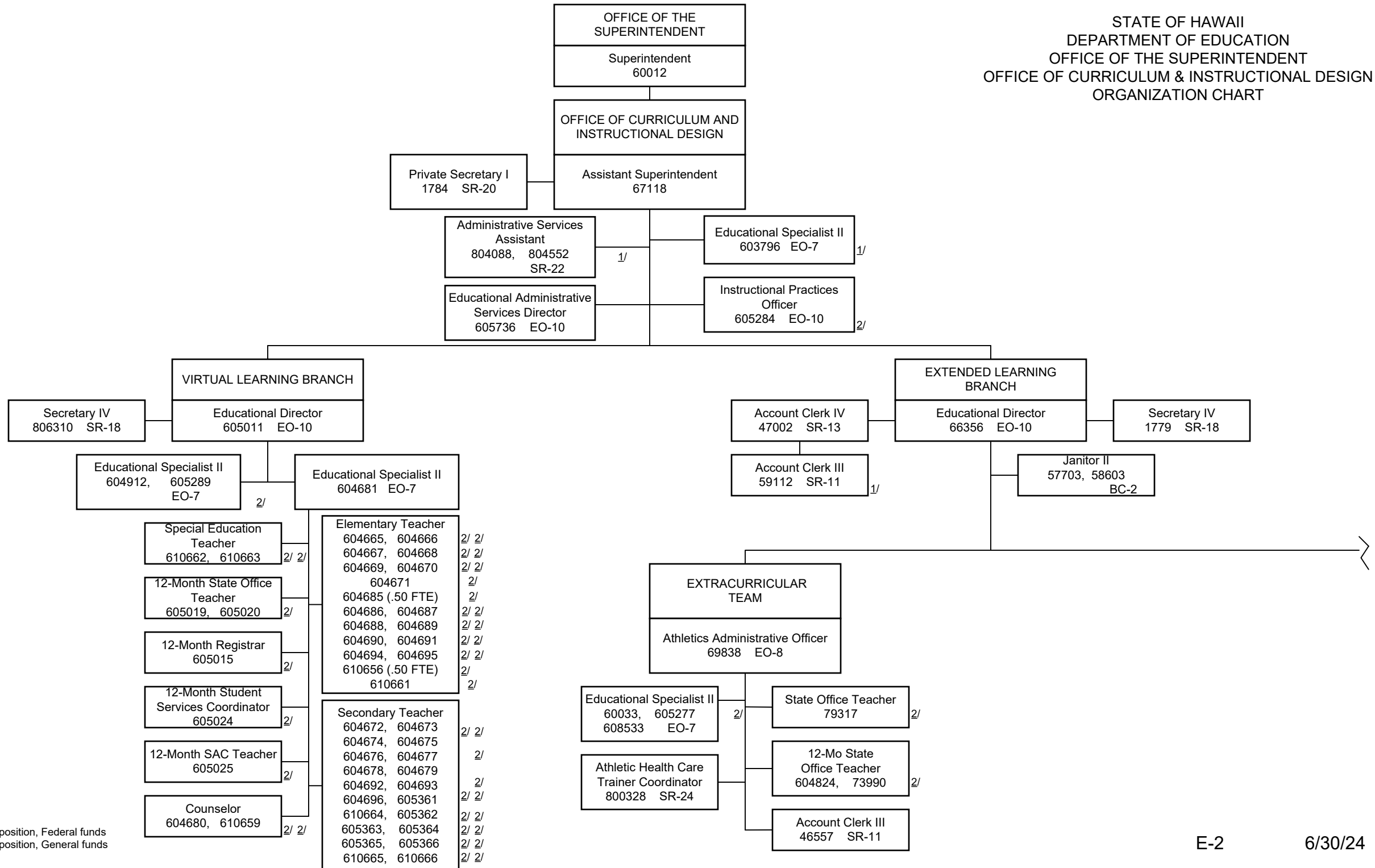


1/ Temporary position, Federal funds
 2/ Temporary position, General funds
 3/ Temporary position, Trust funds
 4/ Temporary position, Revolving funds

STATE OF HAWAII
DEPARTMENT OF EDUCATION
OFFICE OF THE SUPERINTENDENT
OFFICE OF CURRICULUM & INSTRUCTIONAL DESIGN
ORGANIZATION CHART

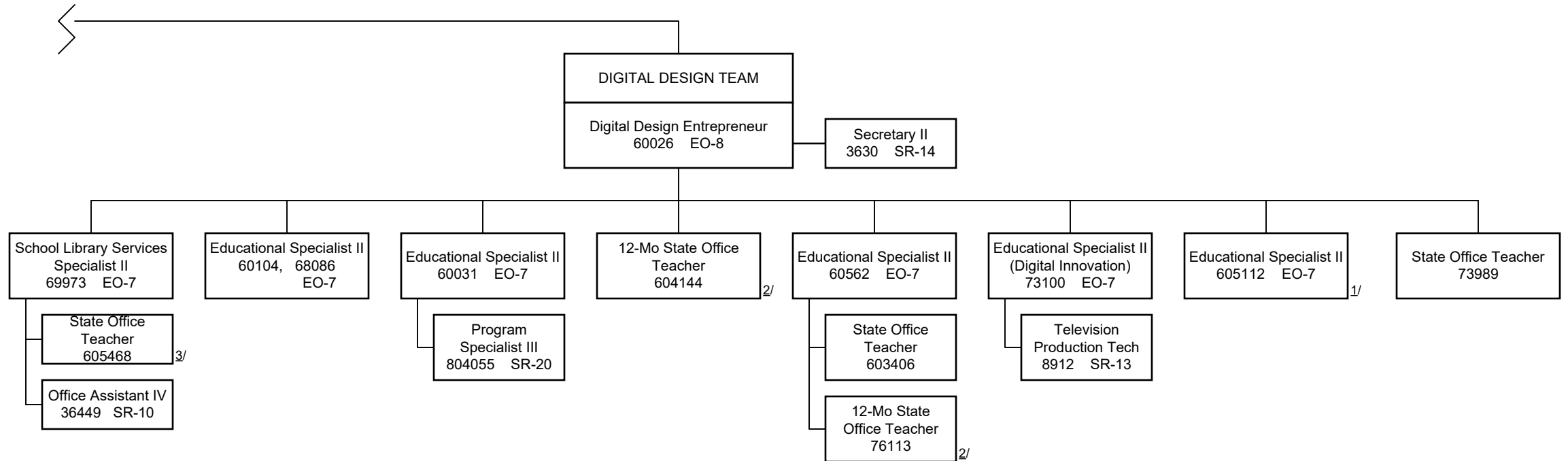


STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 OFFICE OF THE SUPERINTENDENT
 OFFICE OF CURRICULUM & INSTRUCTIONAL DESIGN
 ORGANIZATION CHART



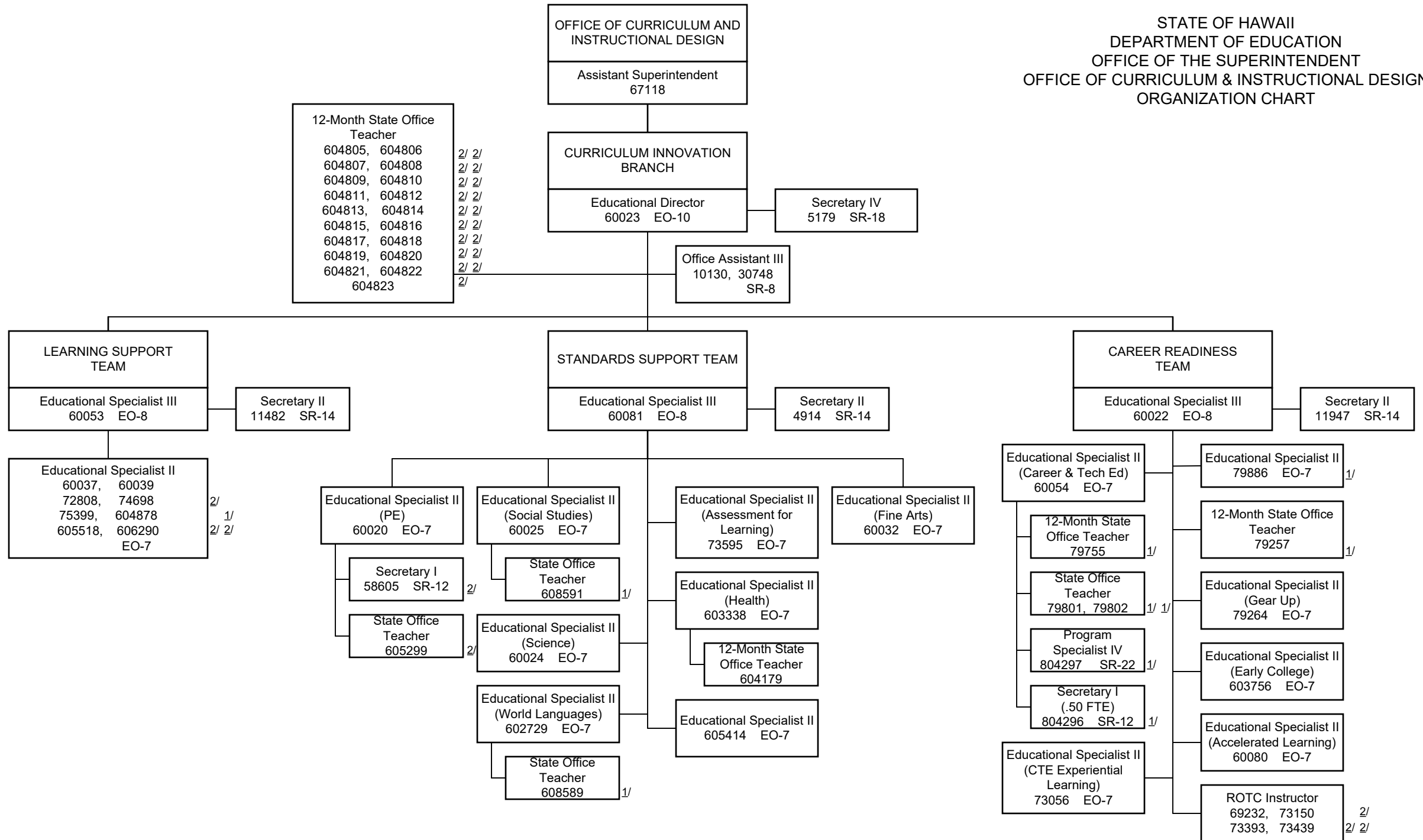
1/ Temporary position, Federal funds
 2/ Temporary position, General funds

STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 OFFICE OF THE SUPERINTENDENT
 OFFICE OF CURRICULUM & INSTRUCTIONAL DESIGN
 ORGANIZATION CHART



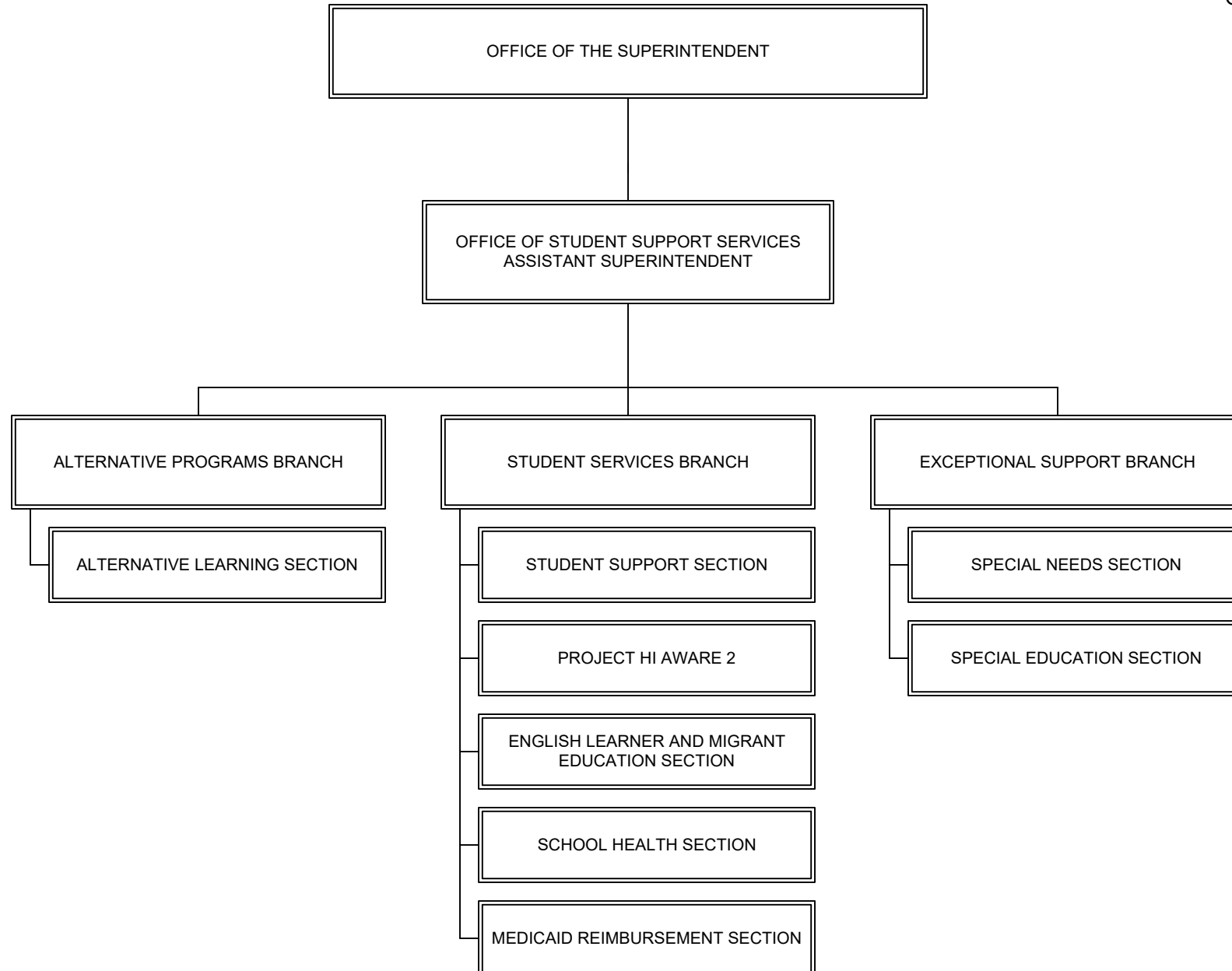
1/ Temporary position, Federal funds
 2/ Temporary position, General funds
 3/ Temporary position, Trust funds

STATE OF HAWAII
DEPARTMENT OF EDUCATION
OFFICE OF THE SUPERINTENDENT
OFFICE OF CURRICULUM & INSTRUCTIONAL DESIGN
ORGANIZATION CHART

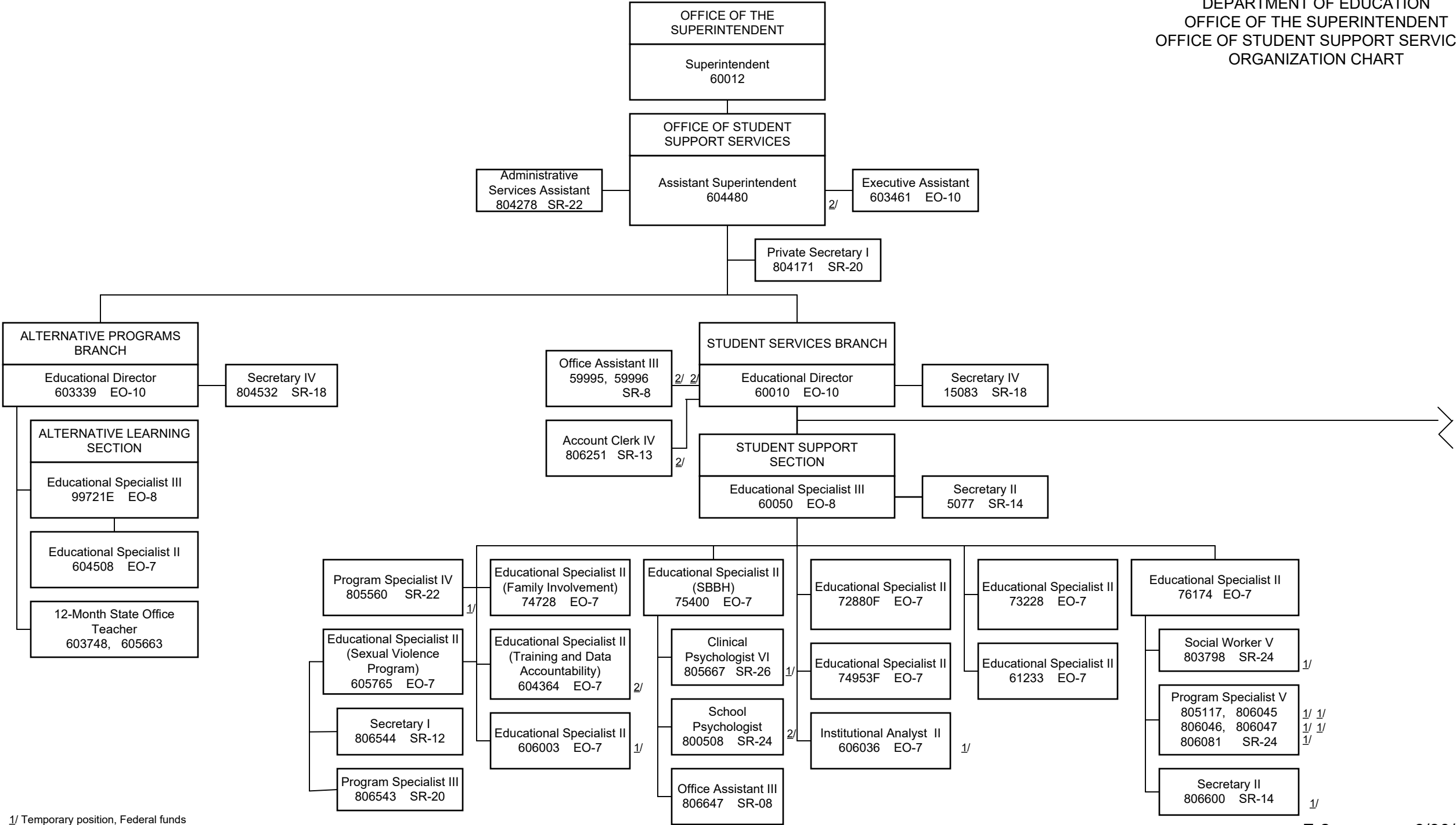


1/ Temporary position, Federal funds
2/ Temporary position, General funds

STATE OF HAWAII
DEPARTMENT OF EDUCATION
OFFICE OF THE SUPERINTENDENT
OFFICE OF STUDENT SUPPORT SERVICES
ORGANIZATION CHART

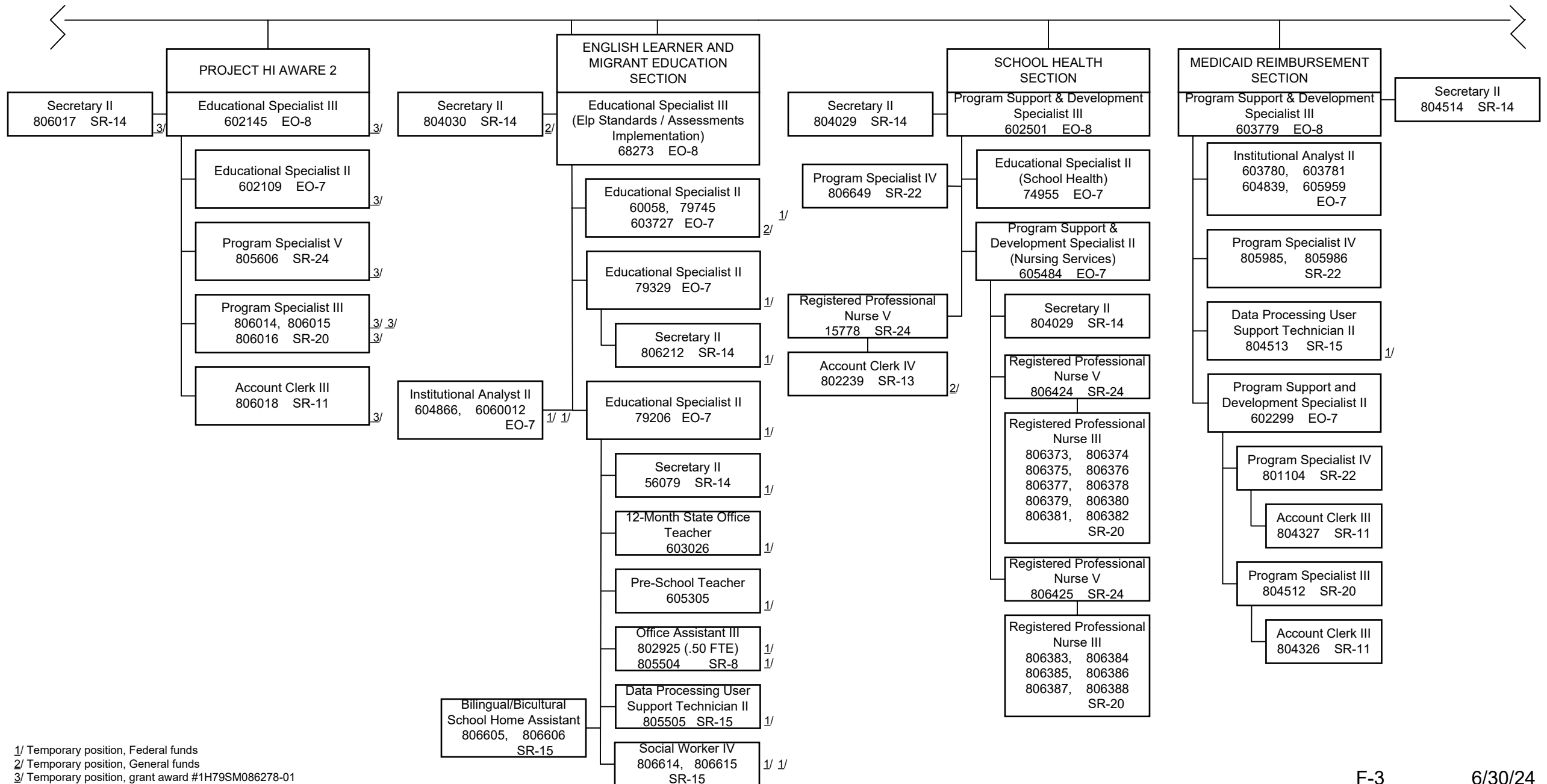


STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 OFFICE OF THE SUPERINTENDENT
 OFFICE OF STUDENT SUPPORT SERVICES
 ORGANIZATION CHART



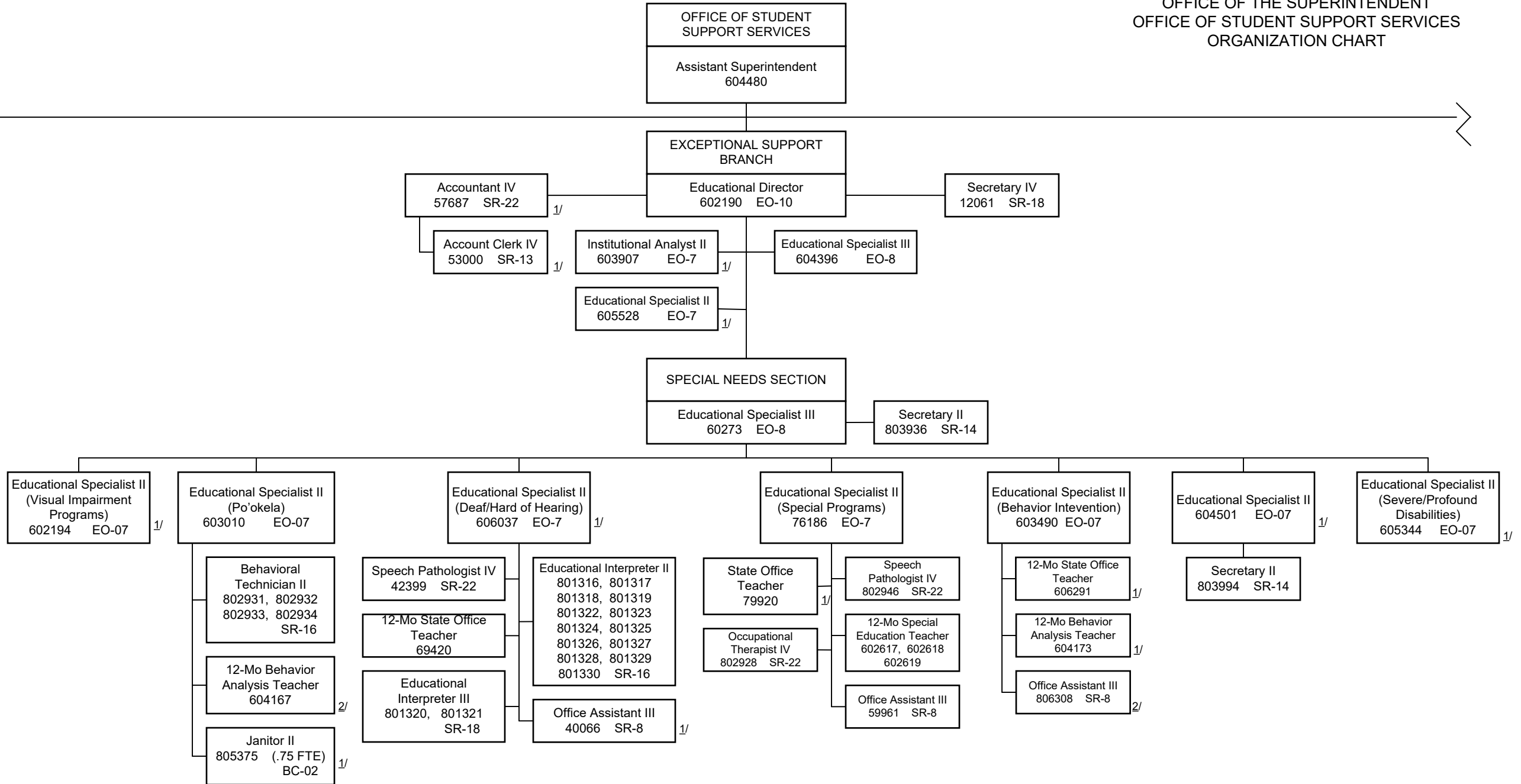
1/ Temporary position, Federal funds
 2/ Temporary position, General funds

STATE OF HAWAII
DEPARTMENT OF EDUCATION
OFFICE OF THE SUPERINTENDENT
OFFICE OF STUDENT SUPPORT SERVICES
ORGANIZATION CHART



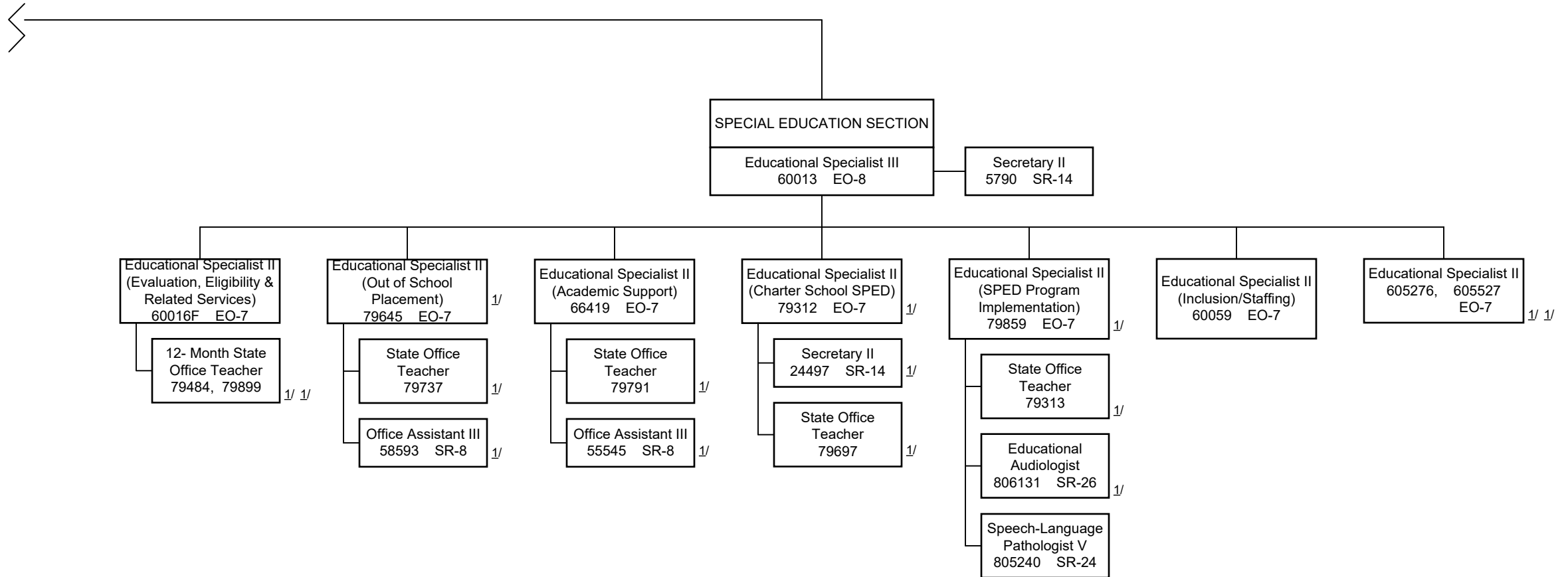
1/ Temporary position, Federal funds
2/ Temporary position, General funds
3/ Temporary position, grant award #1H79SM086278-01

STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 OFFICE OF THE SUPERINTENDENT
 OFFICE OF STUDENT SUPPORT SERVICES
 ORGANIZATION CHART

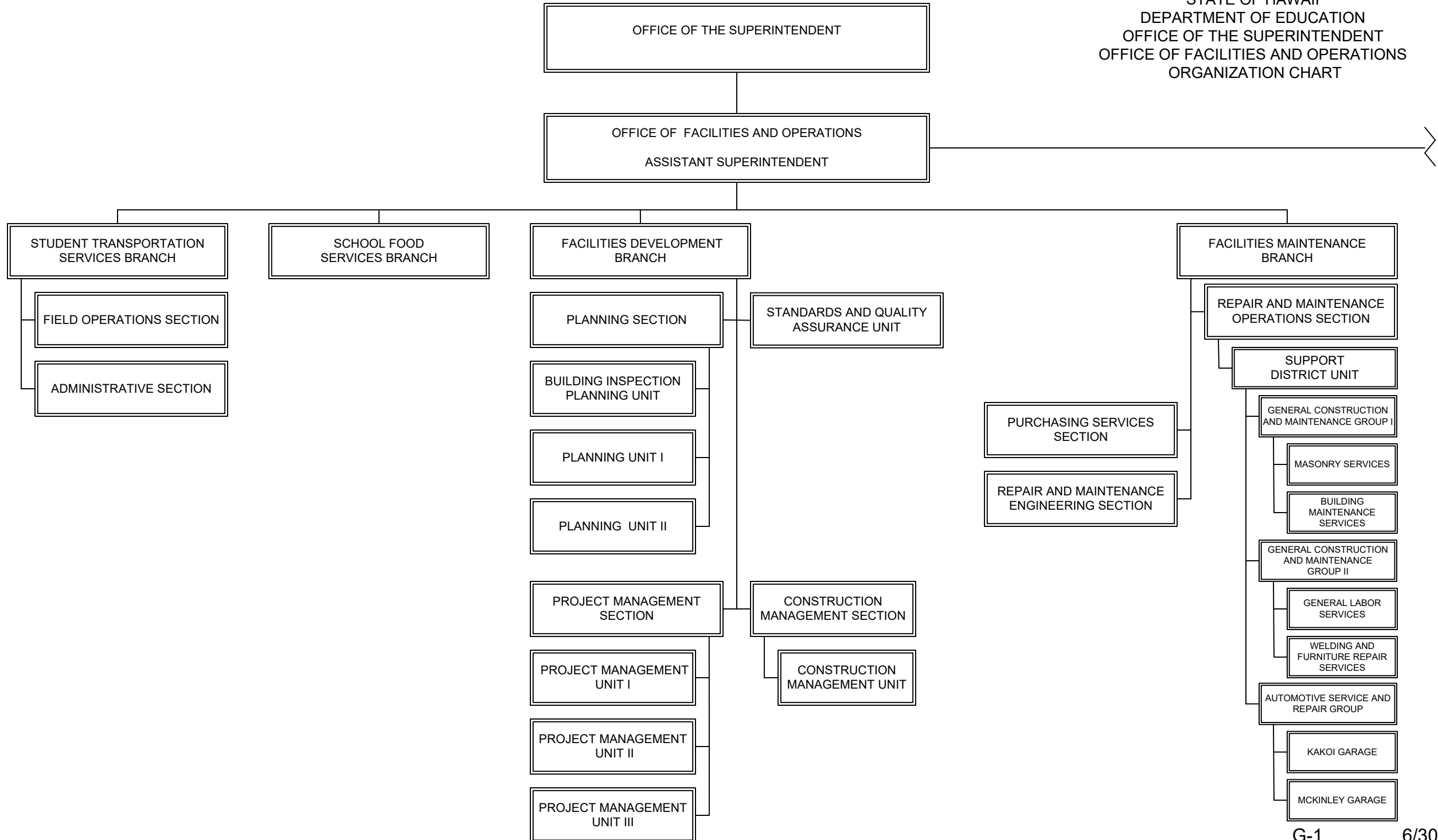


1/ Temporary position, Federal funds
 2/ Temporary position, General funds

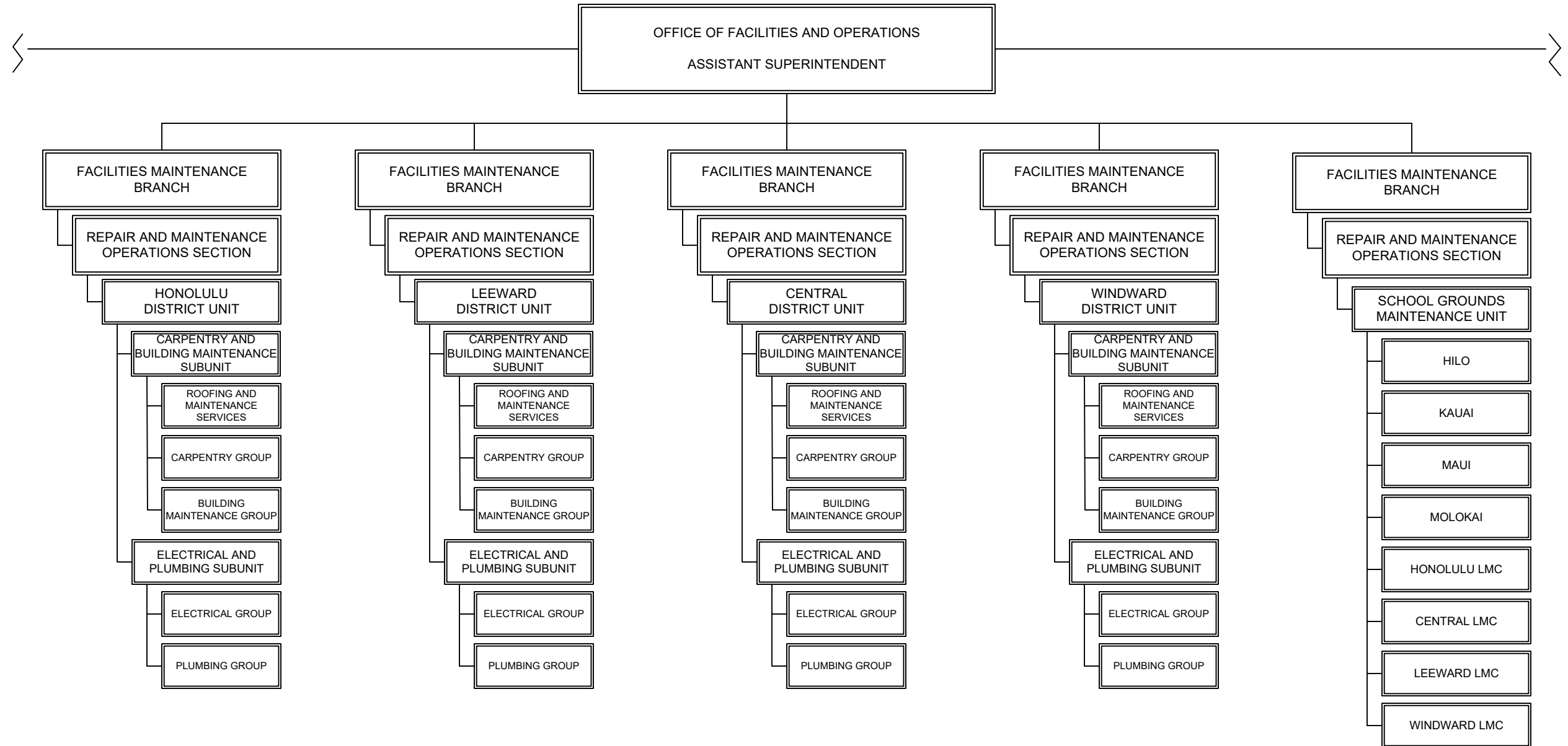
STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 OFFICE OF THE SUPERINTENDENT
 OFFICE OF STUDENT SUPPORT SERVICES
 ORGANIZATION CHART



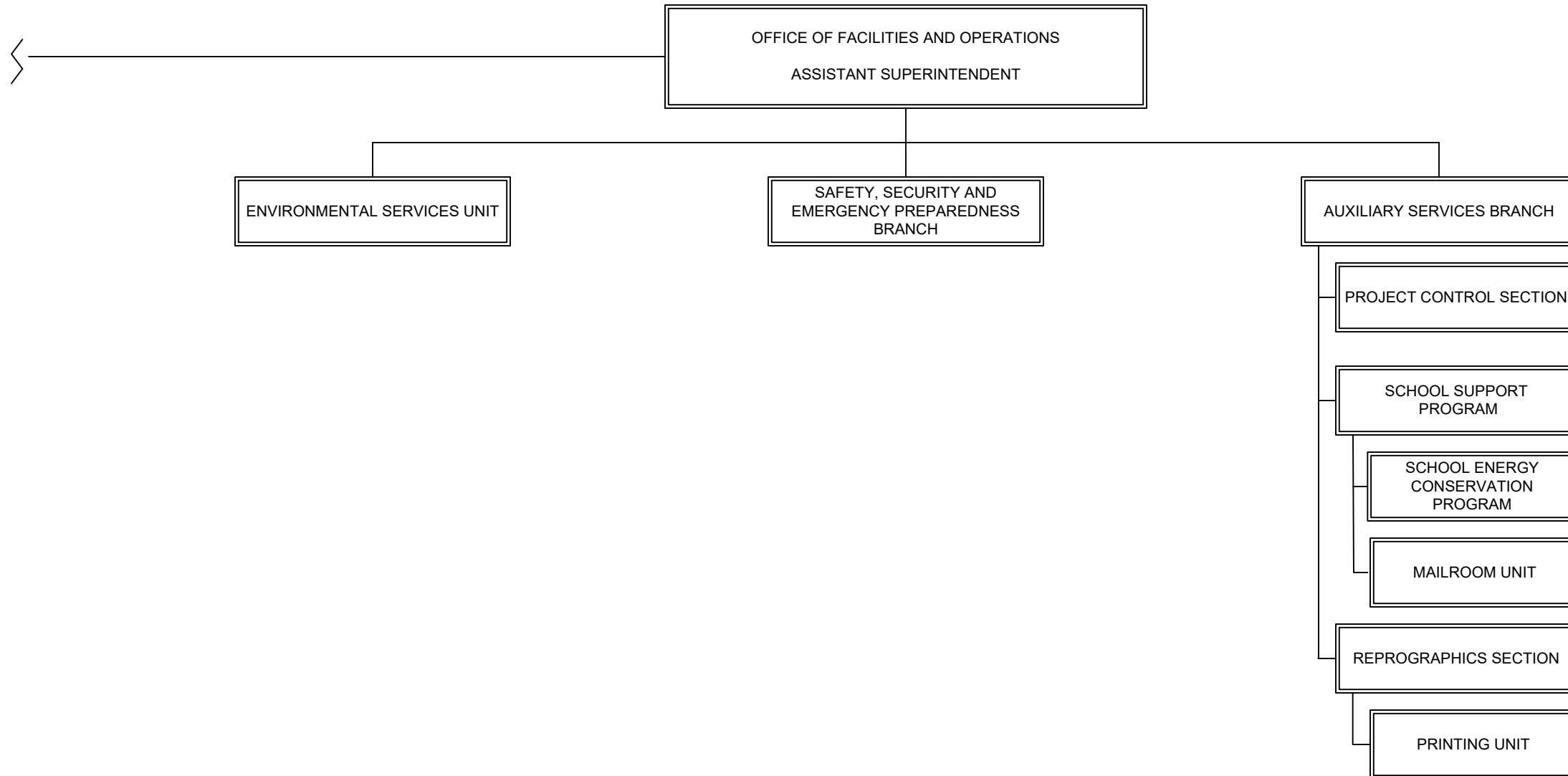
STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 OFFICE OF THE SUPERINTENDENT
 OFFICE OF FACILITIES AND OPERATIONS
 ORGANIZATION CHART



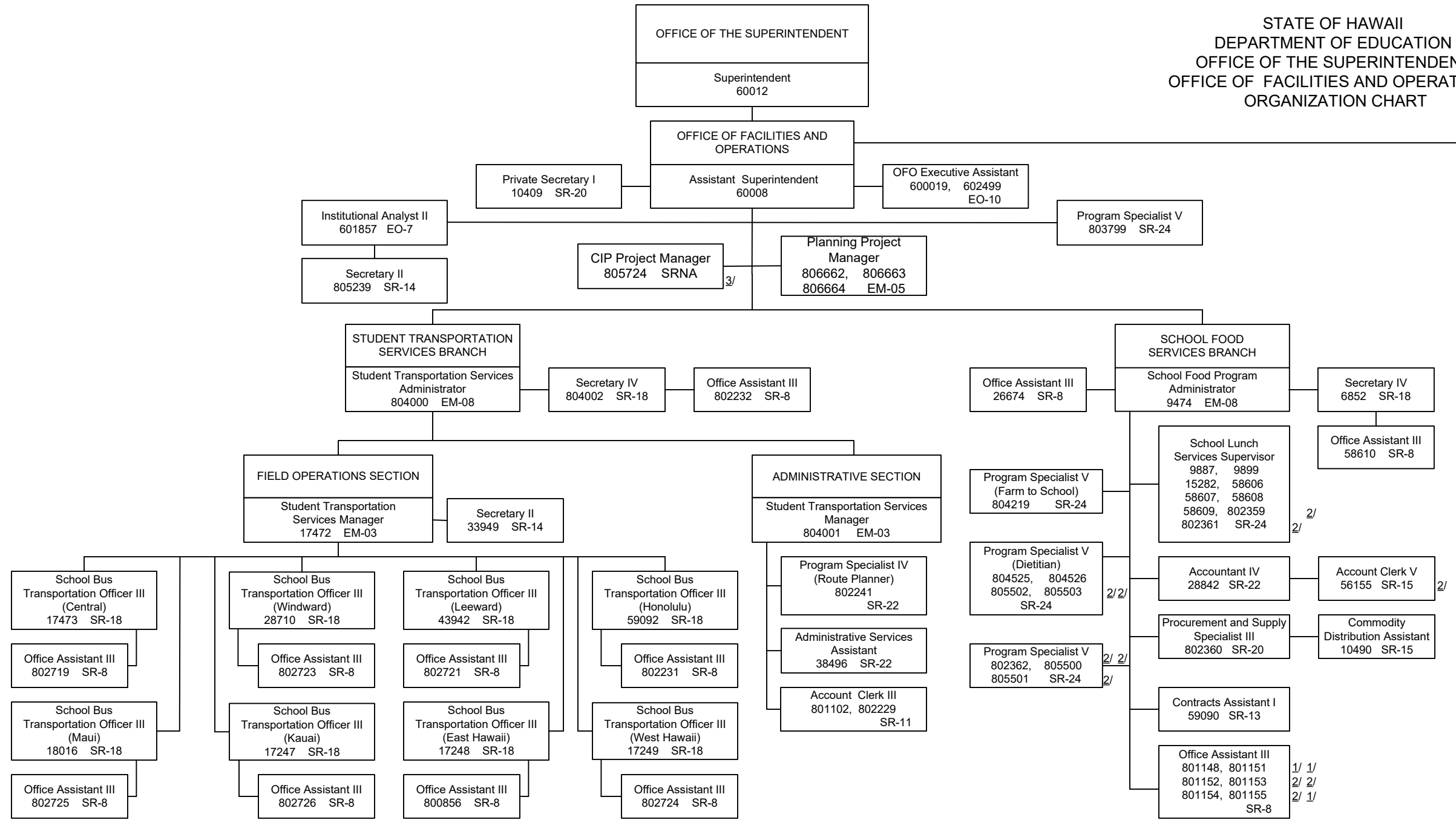
STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 OFFICE OF THE SUPERINTENDENT
 OFFICE OF FACILITIES AND OPERATIONS
 ORGANIZATION CHART



STATE OF HAWAII
DEPARTMENT OF EDUCATION
OFFICE OF THE SUPERINTENDENT
OFFICE OF FACILITIES AND OPERATIONS
ORGANIZATION CHART

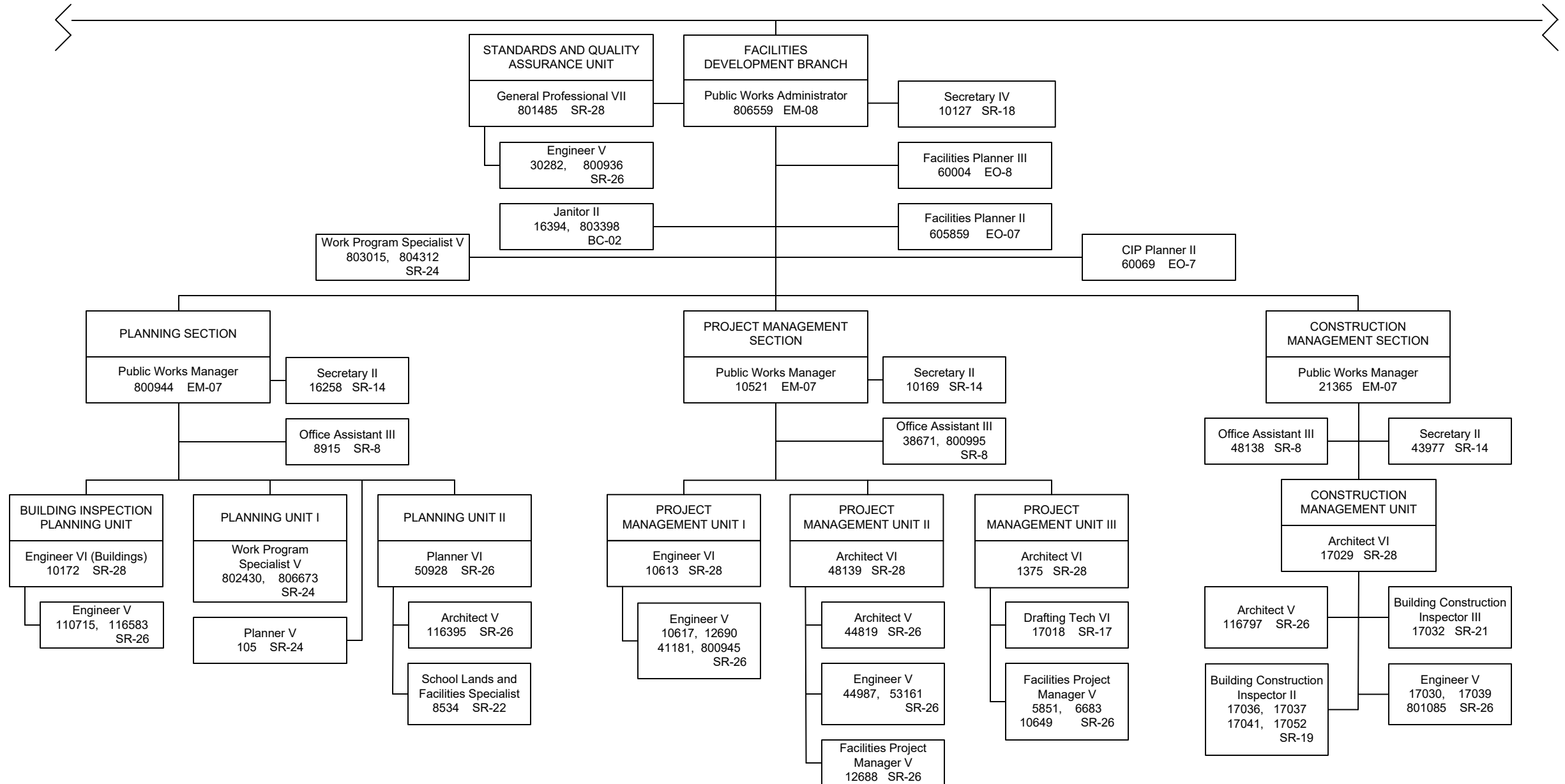


STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 OFFICE OF THE SUPERINTENDENT
 OFFICE OF FACILITIES AND OPERATIONS
 ORGANIZATION CHART

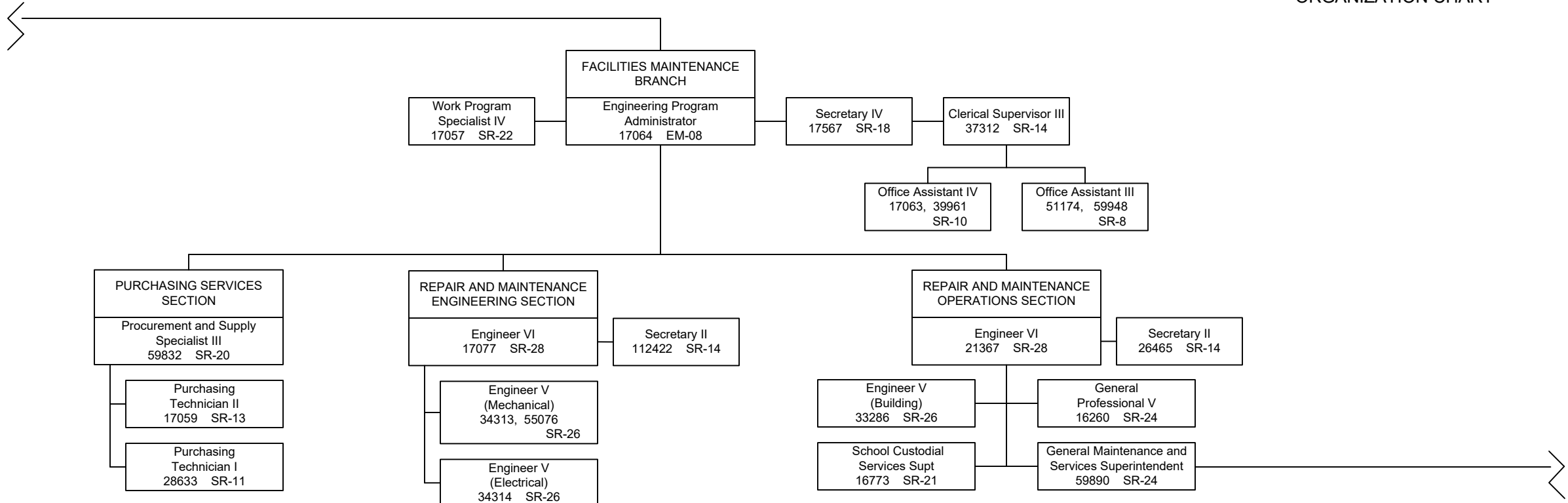


1/ Permanent position, Special funds
 2/ Temporary position, Special funds
 3/ Temporary position, General funds

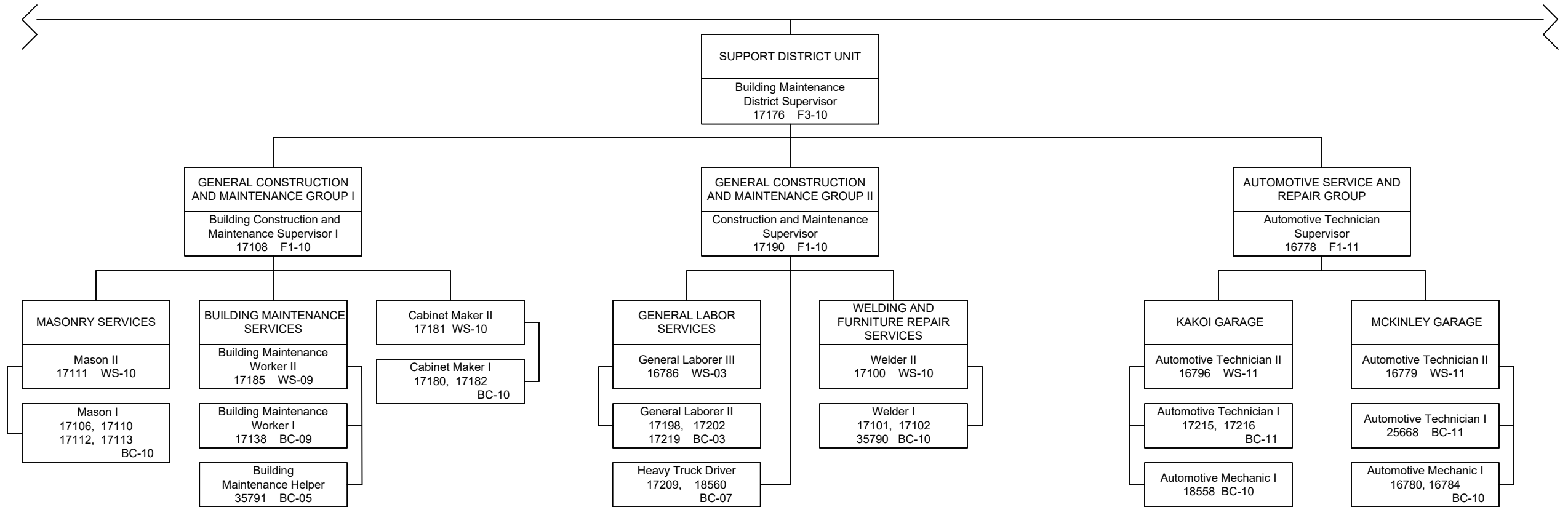
STATE OF HAWAII
DEPARTMENT OF EDUCATION
OFFICE OF THE SUPERINTENDENT
OFFICE OF FACILITIES AND OPERATIONS
ORGANIZATION CHART



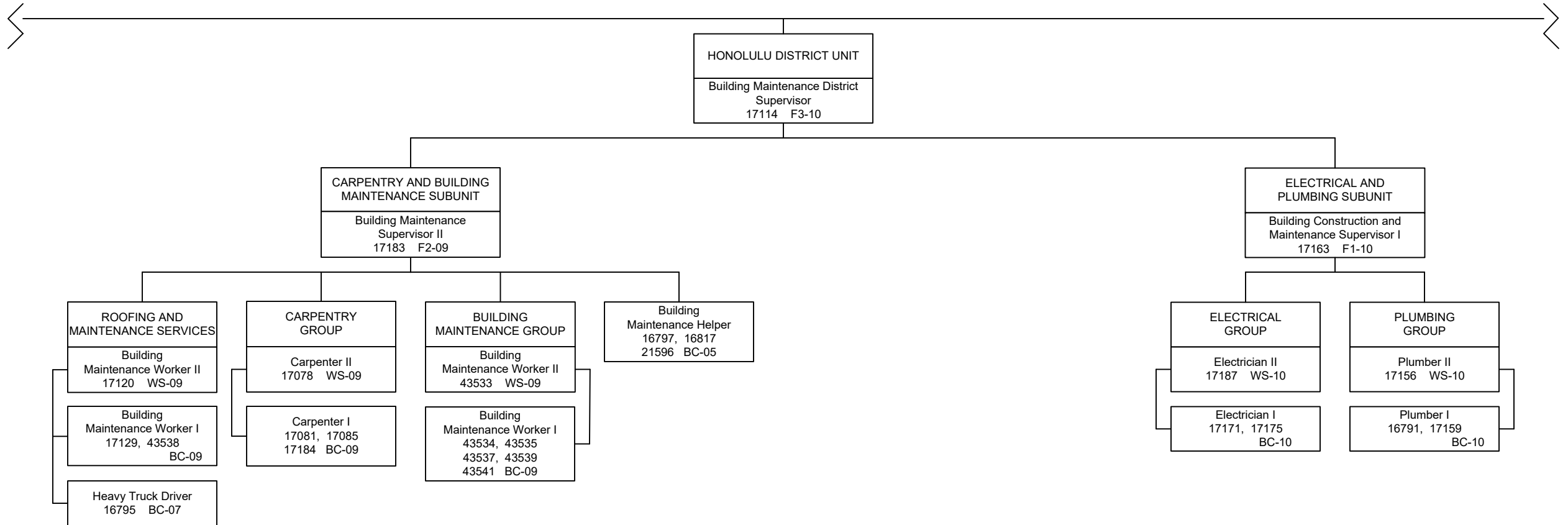
STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 OFFICE OF THE SUPERINTENDENT
 OFFICE OF FACILITIES AND OPERATIONS
 ORGANIZATION CHART



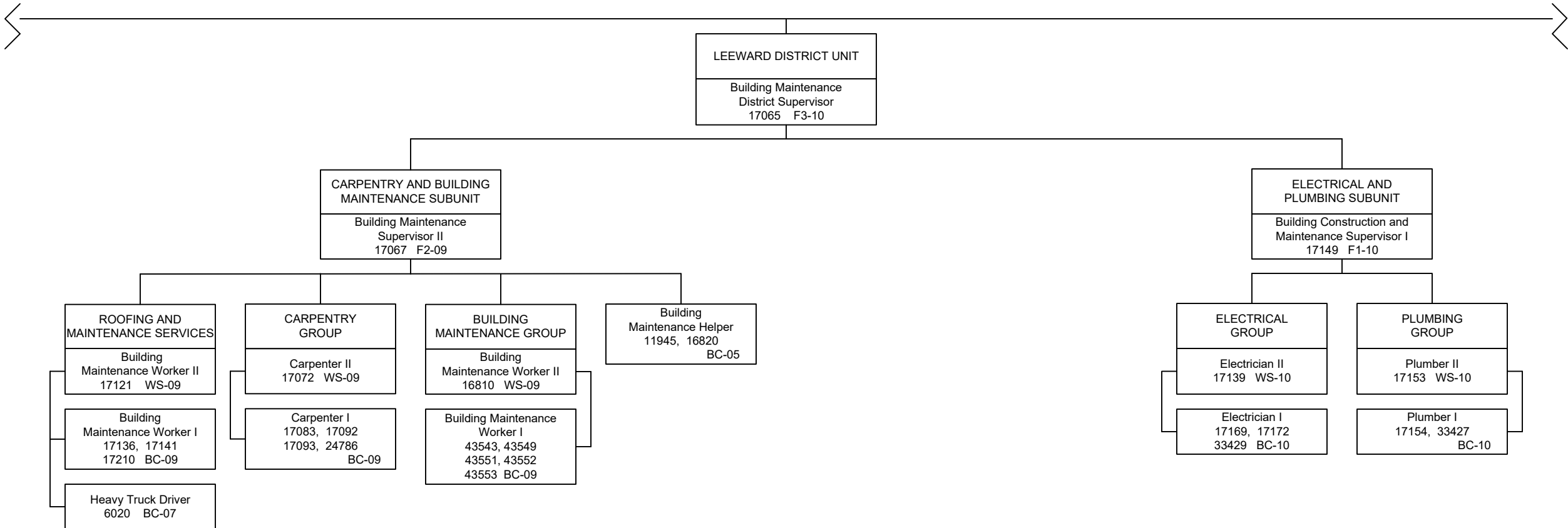
STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 OFFICE OF THE SUPERINTENDENT
 OFFICE OF FACILITIES AND OPERATIONS
 ORGANIZATION CHART



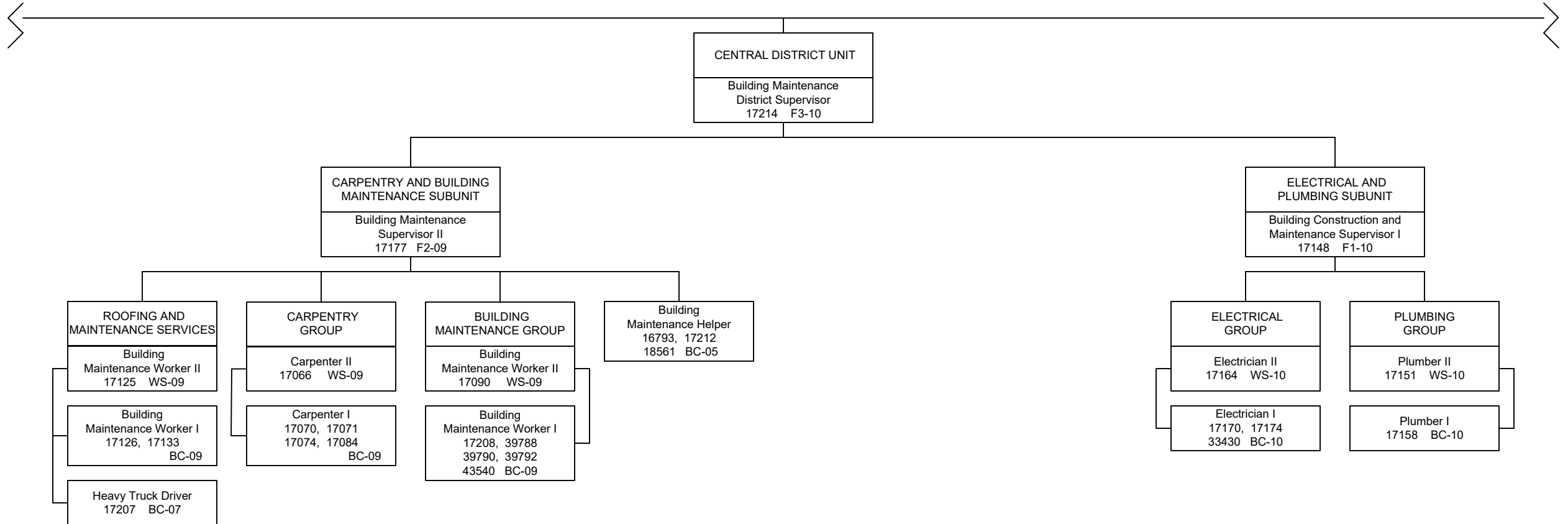
STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 OFFICE OF THE SUPERINTENDENT
 OFFICE OF FACILITIES AND OPERATIONS
 ORGANIZATION CHART



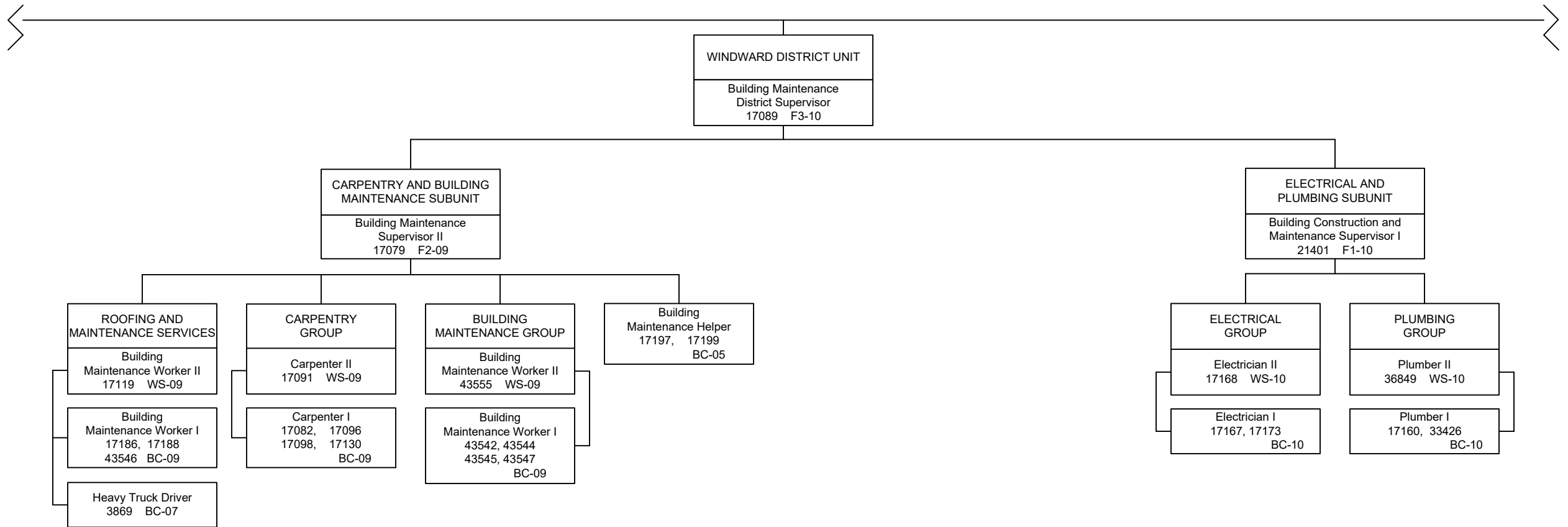
STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 OFFICE OF THE SUPERINTENDENT
 OFFICE OF FACILITIES AND OPERATIONS
 ORGANIZATION CHART



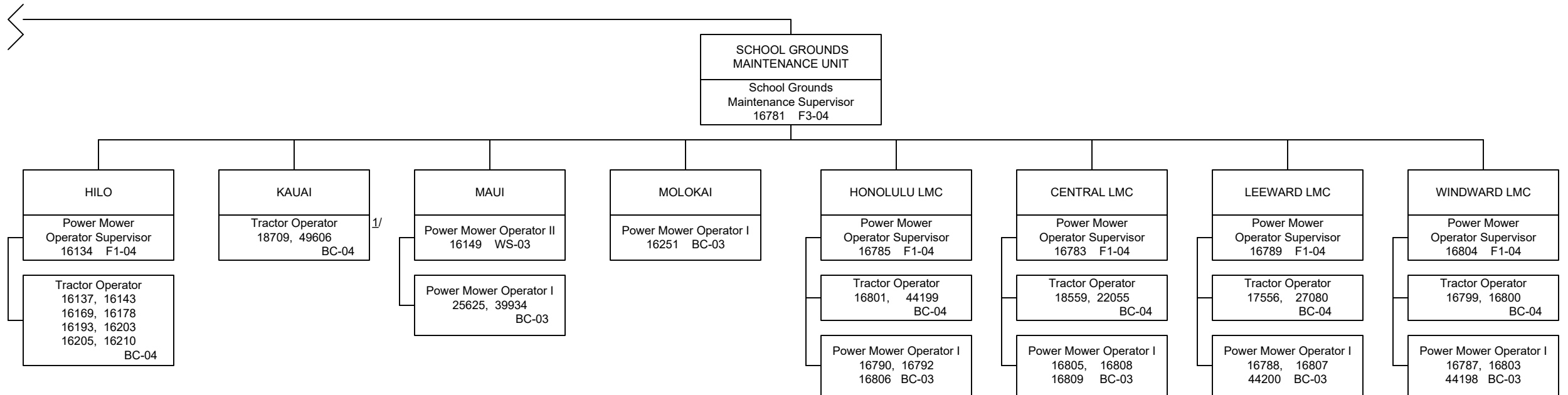
STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 OFFICE OF THE SUPERINTENDENT
 OFFICE OF FACILITIES AND OPERATIONS
 ORGANIZATION CHART



STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 OFFICE OF THE SUPERINTENDENT
 OFFICE OF FACILITIES AND OPERATIONS
 ORGANIZATION CHART

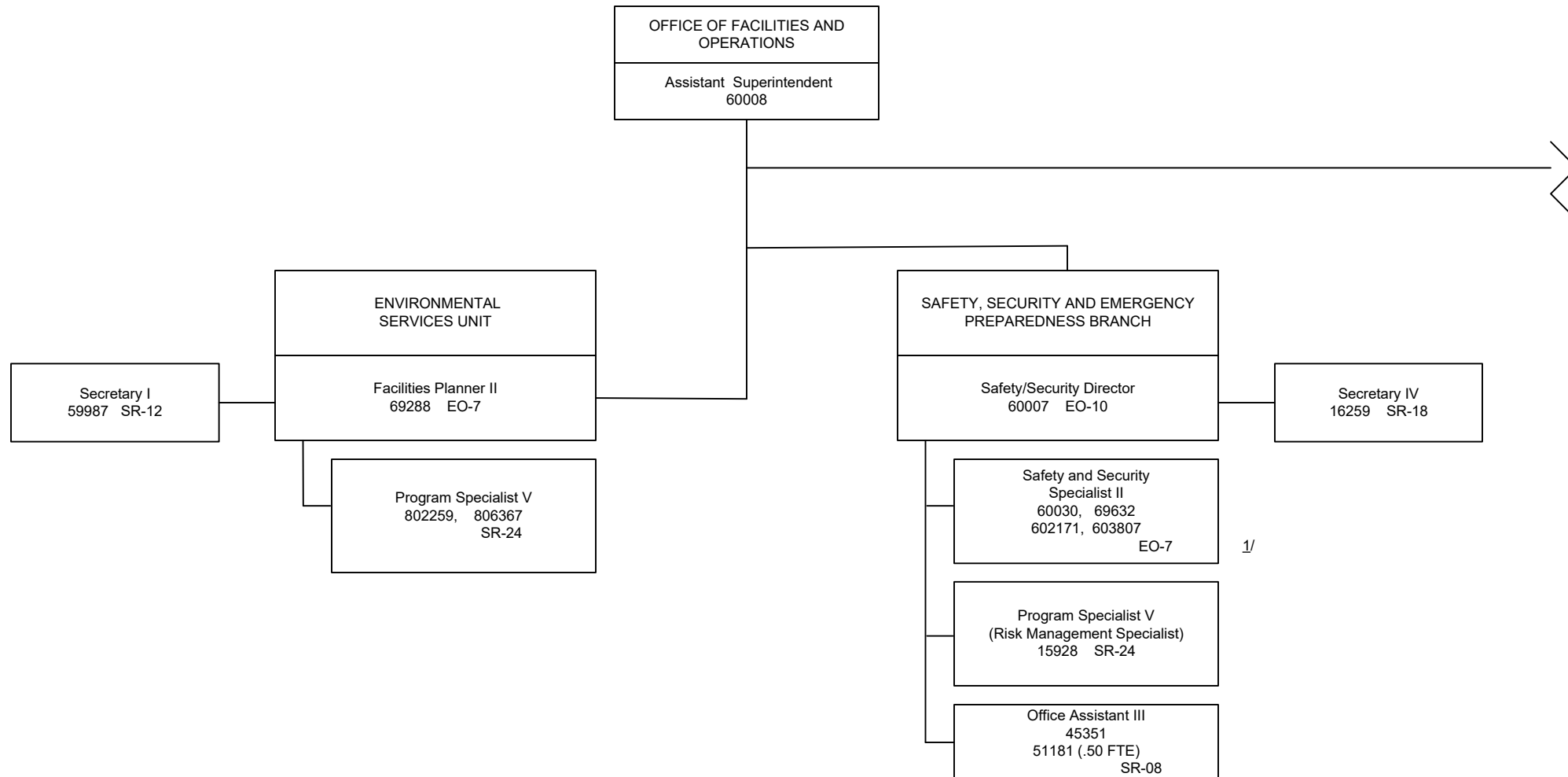


STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 OFFICE OF THE SUPERINTENDENT
 OFFICE OF FACILITIES AND OPERATIONS
 ORGANIZATION CHART



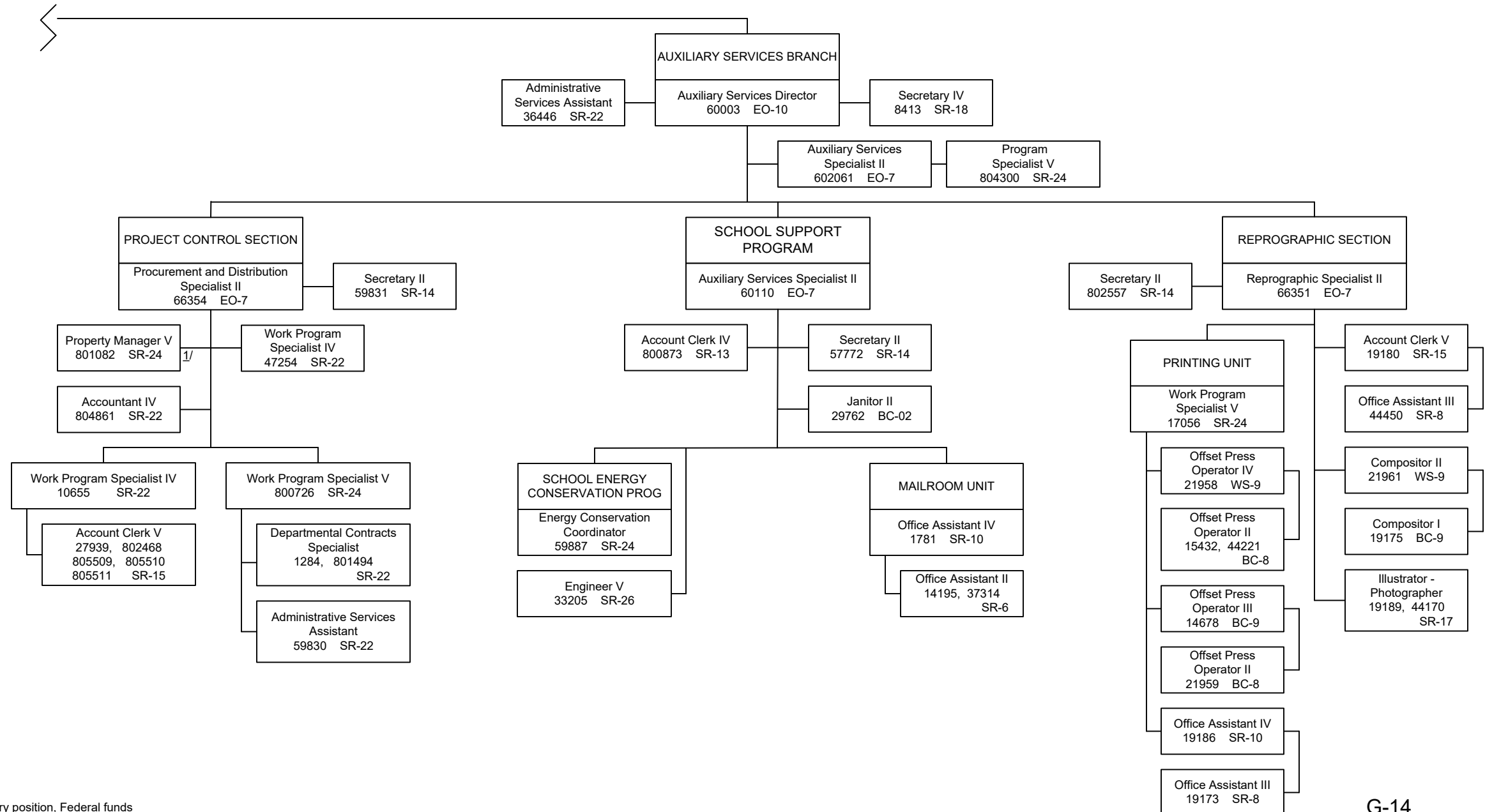
1/ Positions receive administrative supervision by Business Management Officer I – 800812 (Kapaa/Kauai/Waimea Complex Area)

STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 OFFICE OF THE SUPERINTENDENT
 OFFICE OF FACILITIES AND OPERATIONS
 ORGANIZATION CHART

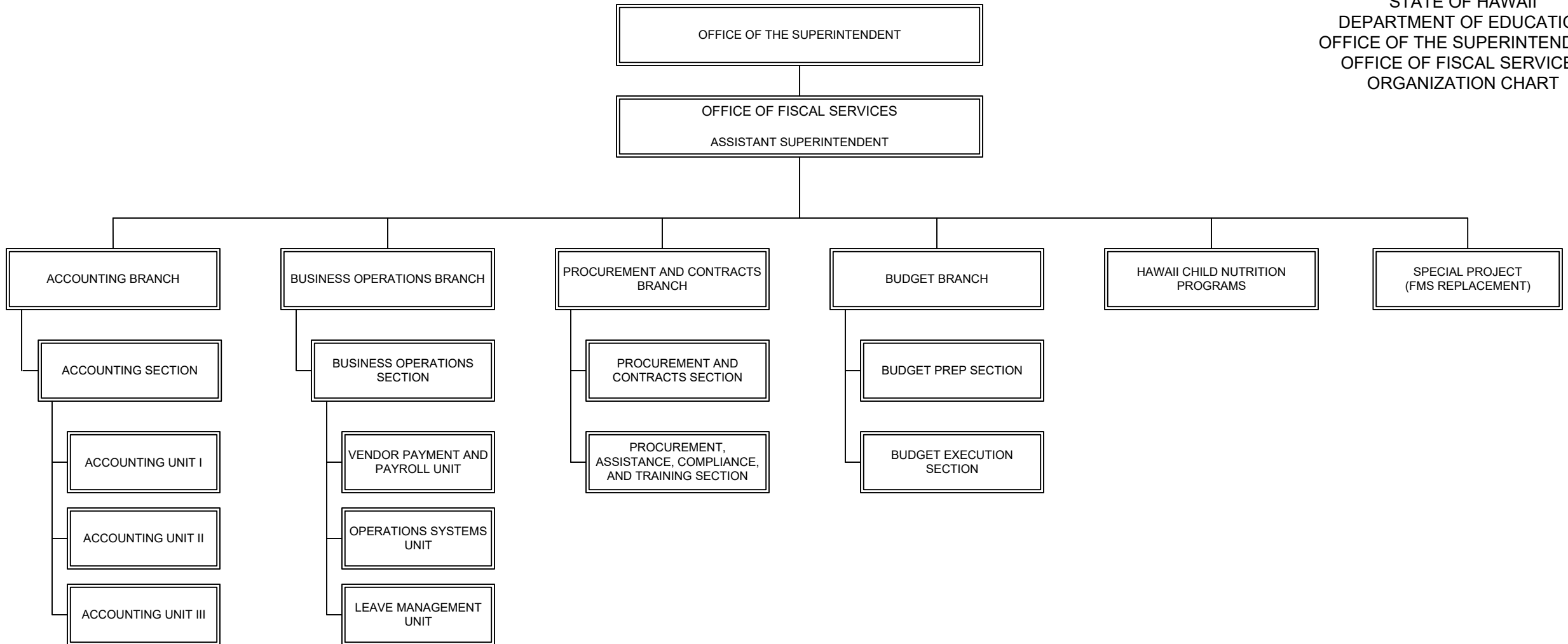


^{1/} Temporary position, General funds

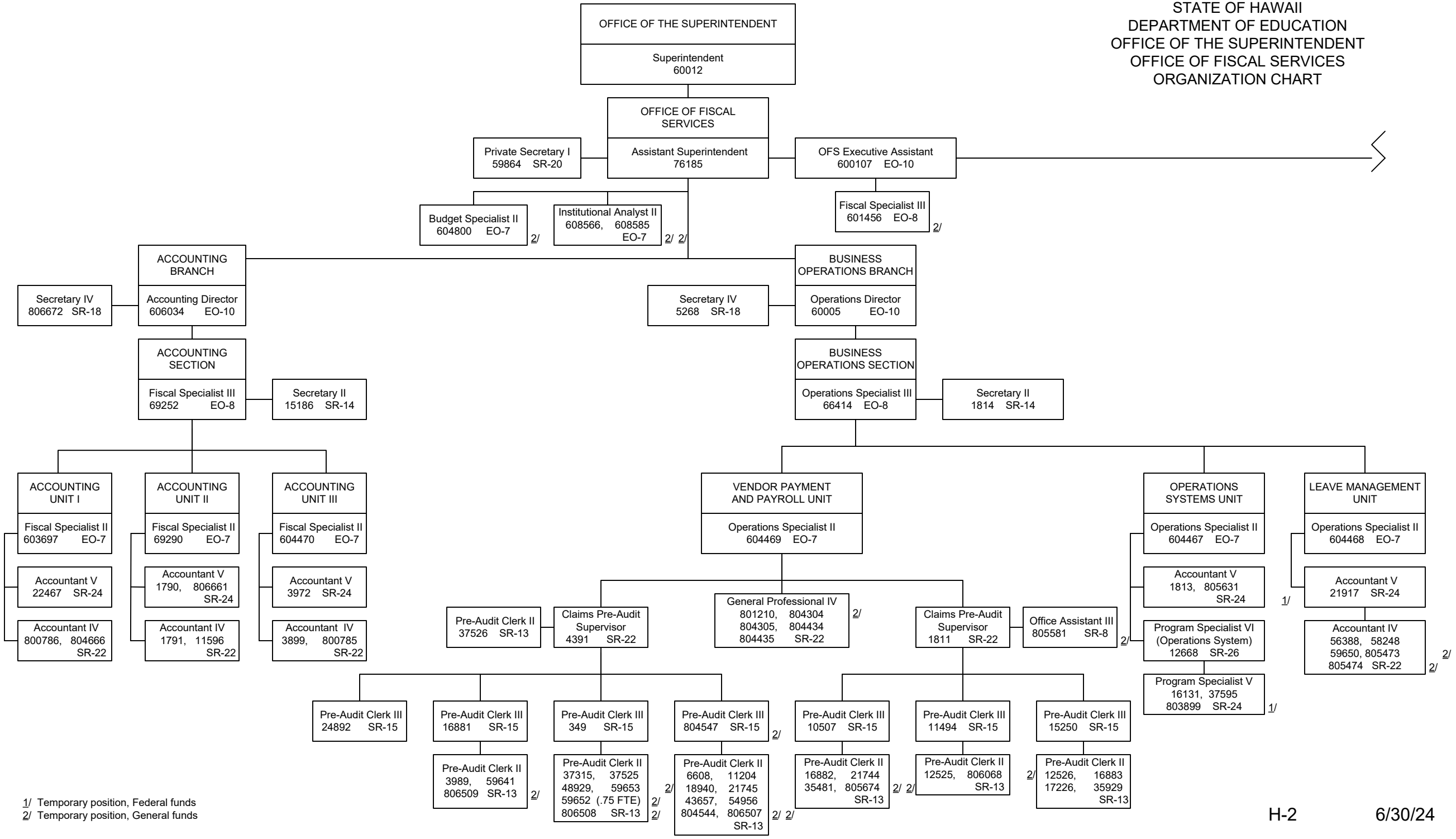
STATE OF HAWAII
DEPARTMENT OF EDUCATION
OFFICE OF THE SUPERINTENDENT
OFFICE OF FACILITIES AND OPERATIONS
ORGANIZATION CHART



1/ Temporary position, Federal funds

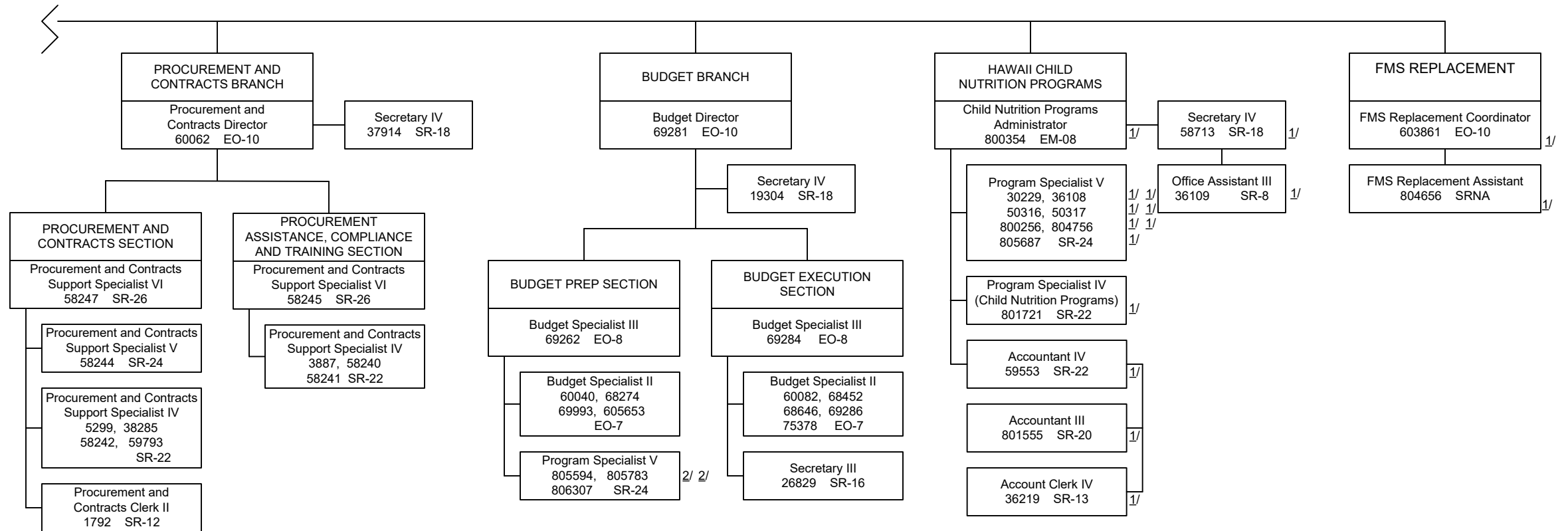


STATE OF HAWAII
DEPARTMENT OF EDUCATION
OFFICE OF THE SUPERINTENDENT
OFFICE OF FISCAL SERVICES
ORGANIZATION CHART



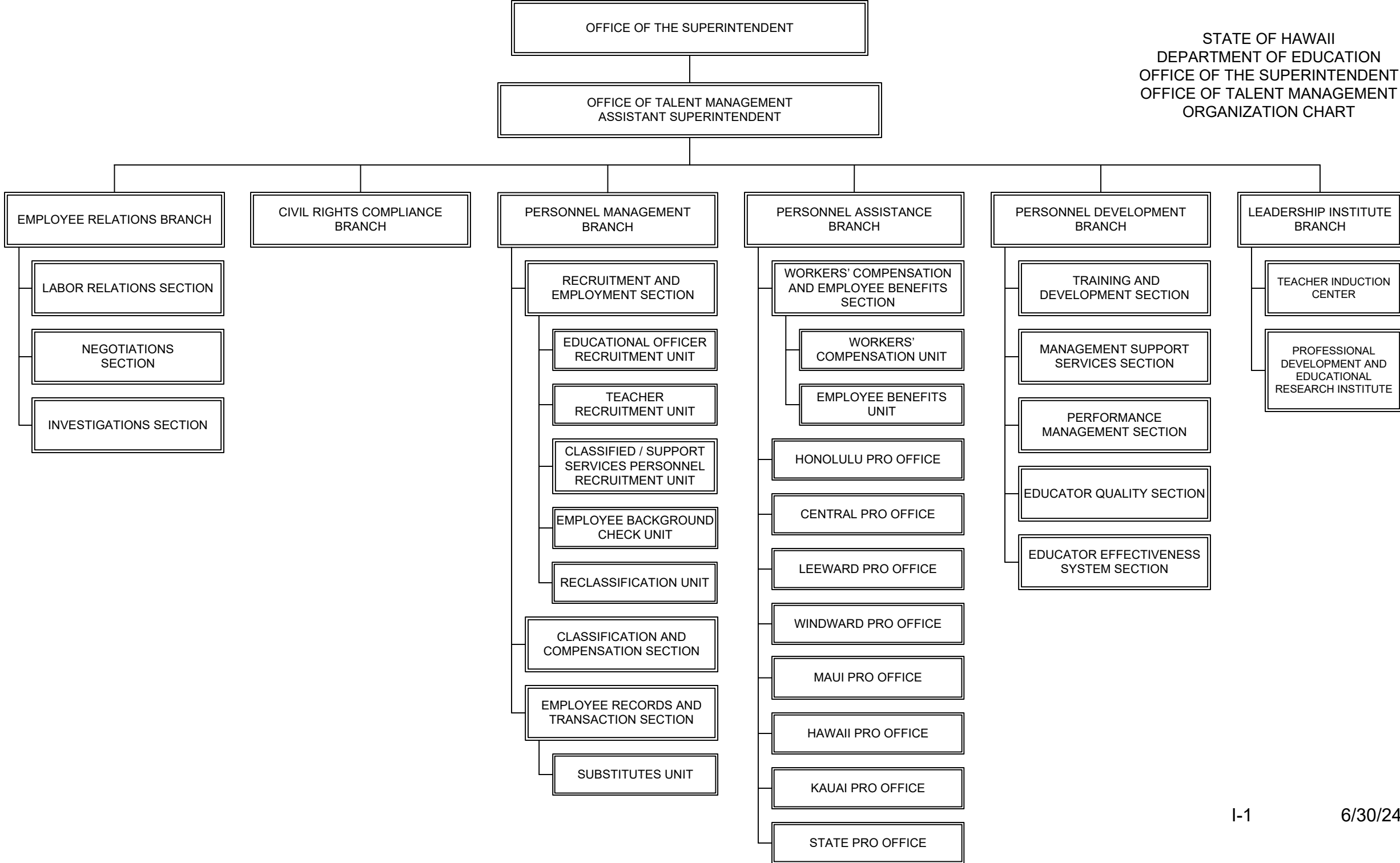
1/ Temporary position, Federal funds
2/ Temporary position, General funds

STATE OF HAWAII
DEPARTMENT OF EDUCATION
OFFICE OF THE SUPERINTENDENT
OFFICE OF FISCAL SERVICES
ORGANIZATION CHART

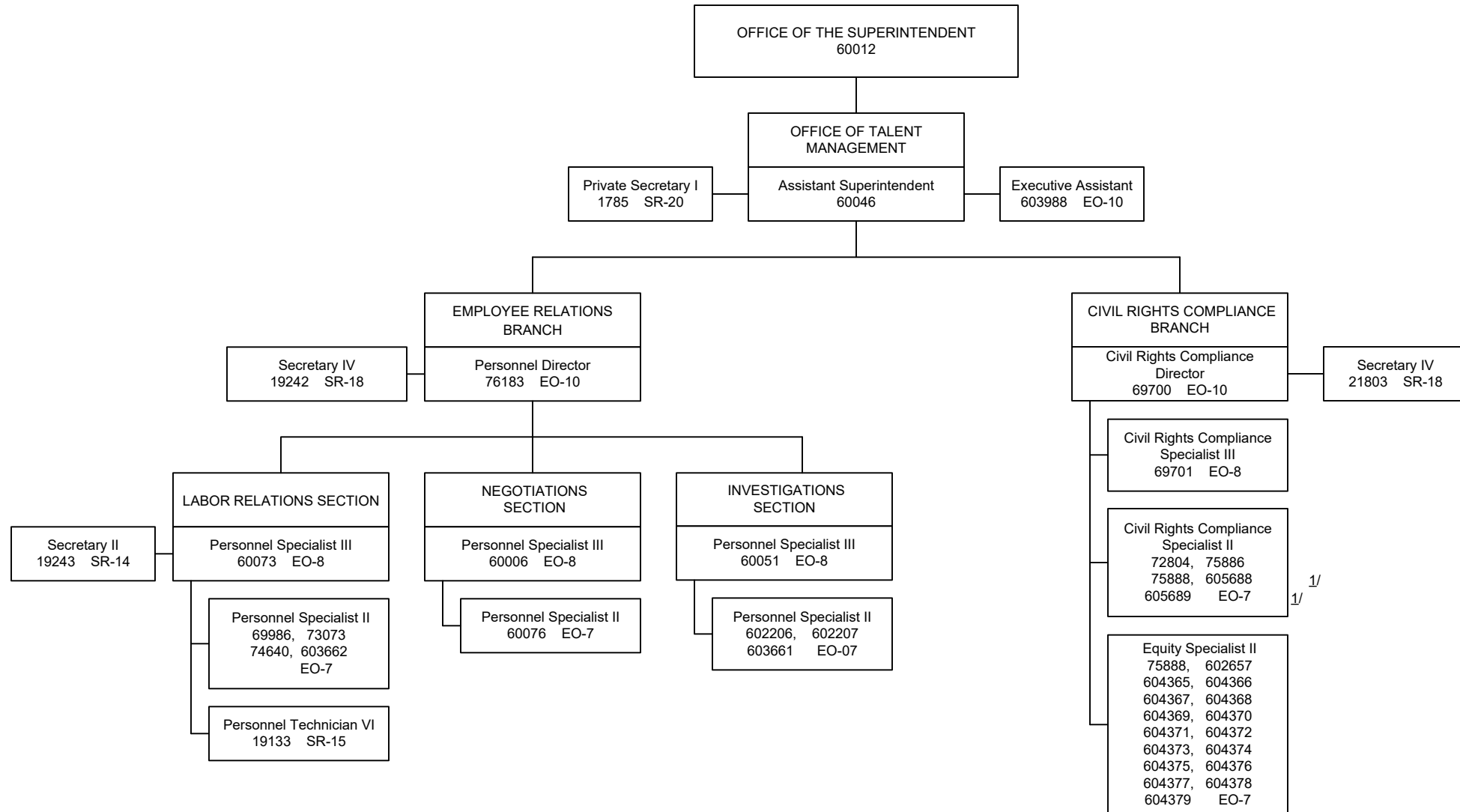


1/ Temporary position, Federal funds
2/ Temporary position, General funds

STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 OFFICE OF THE SUPERINTENDENT
 OFFICE OF TALENT MANAGEMENT
 ORGANIZATION CHART

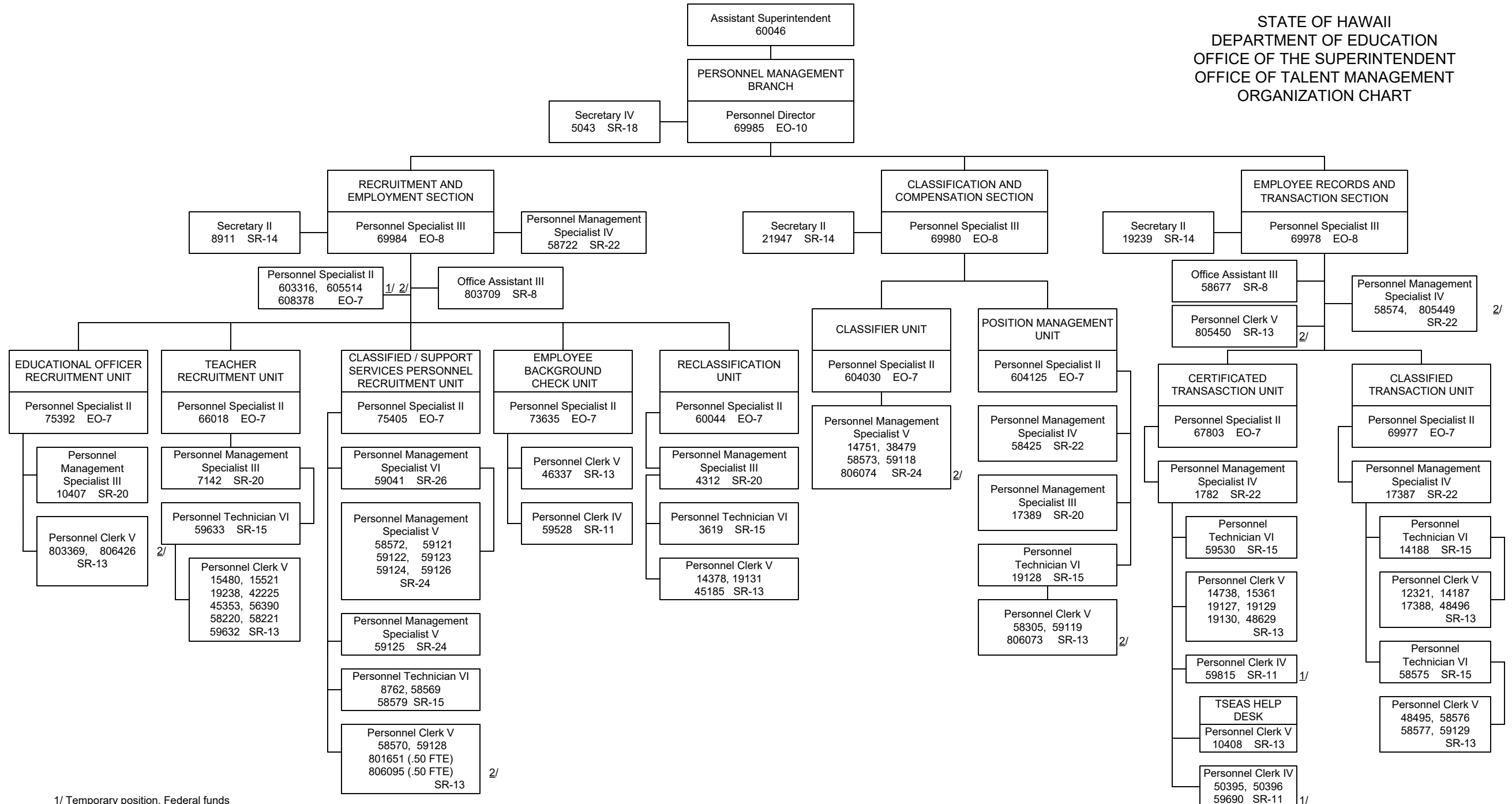


STATE OF HAWAII
DEPARTMENT OF EDUCATION
OFFICE OF THE SUPERINTENDENT
OFFICE OF TALENT MANAGEMENT
ORGANIZATION CHART



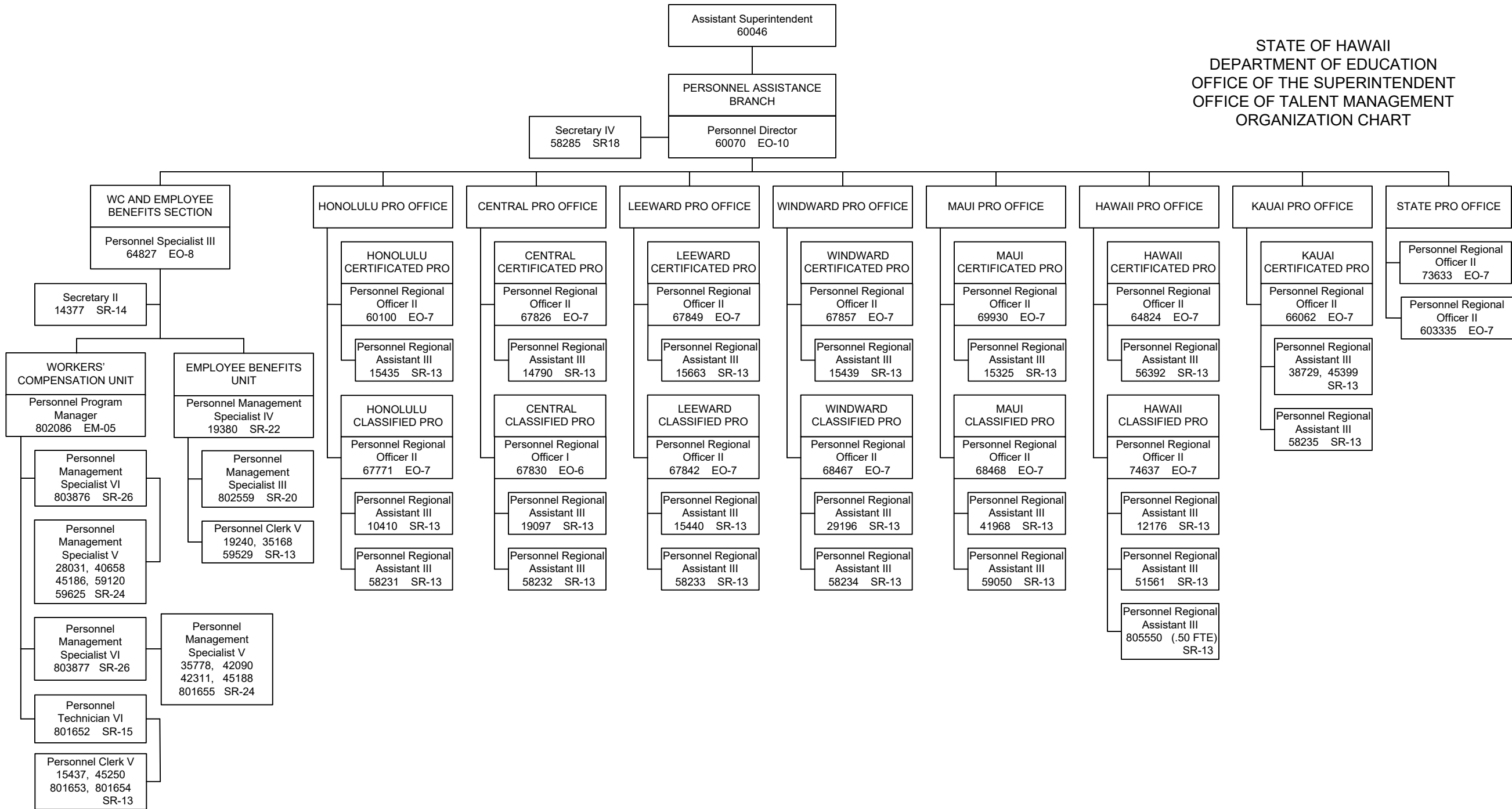
^{1/} Temporary position, General funds

STATE OF HAWAII
DEPARTMENT OF EDUCATION
OFFICE OF THE SUPERINTENDENT
OFFICE OF TALENT MANAGEMENT
ORGANIZATION CHART

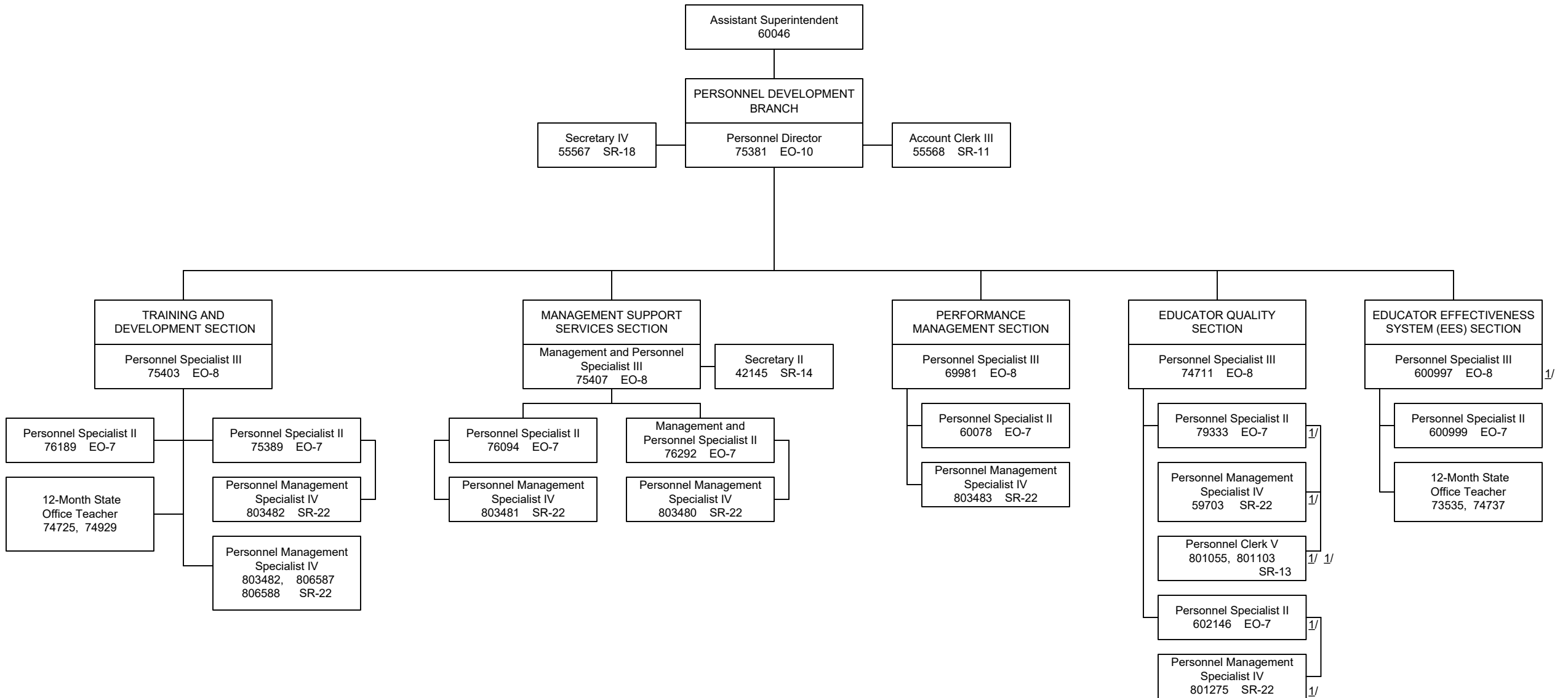


1/ Temporary position, Federal funds
2/ Temporary position, General funds

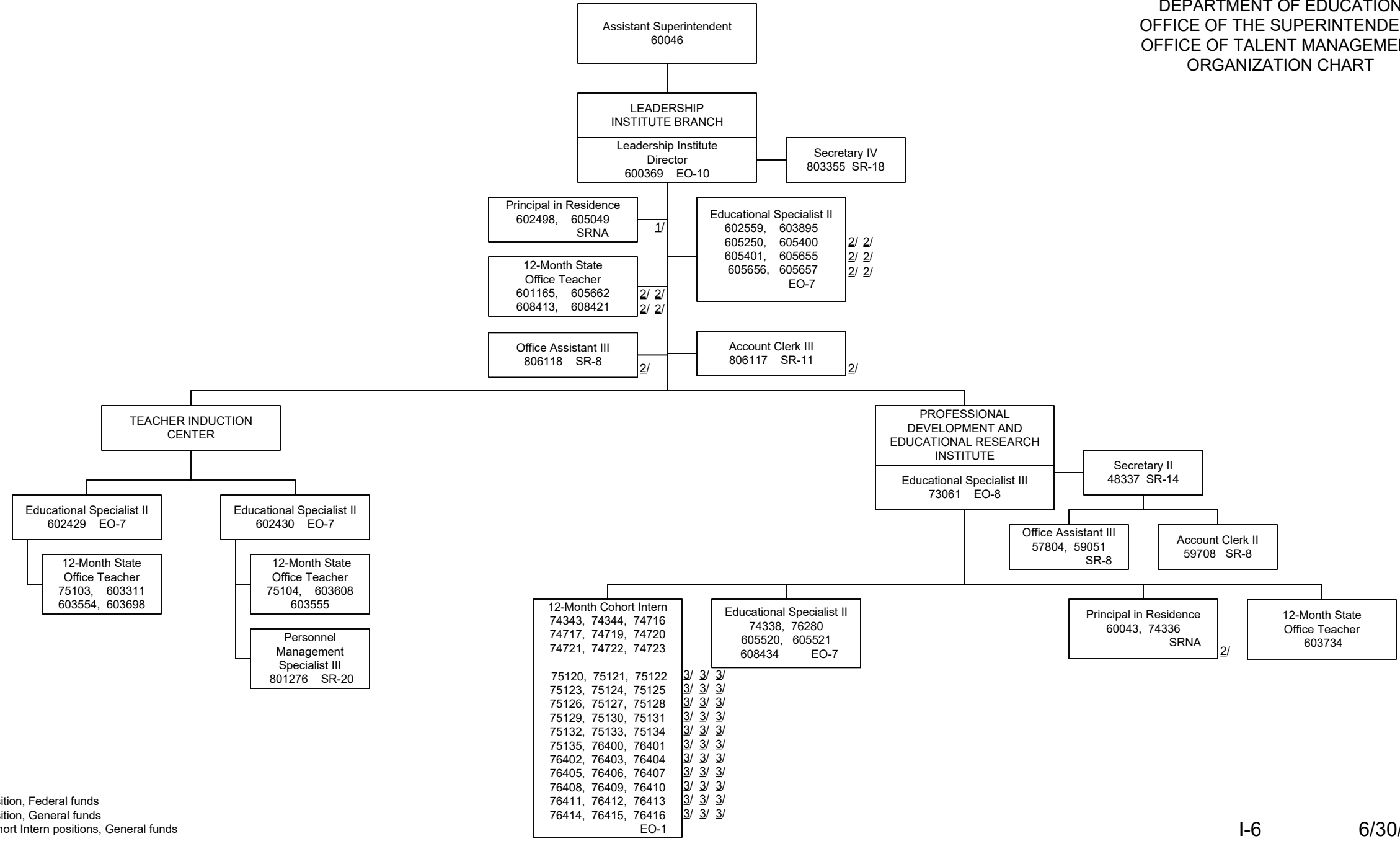
STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 OFFICE OF THE SUPERINTENDENT
 OFFICE OF TALENT MANAGEMENT
 ORGANIZATION CHART



STATE OF HAWAII
DEPARTMENT OF EDUCATION
OFFICE OF THE SUPERINTENDENT
OFFICE OF TALENT MANAGEMENT
ORGANIZATION CHART



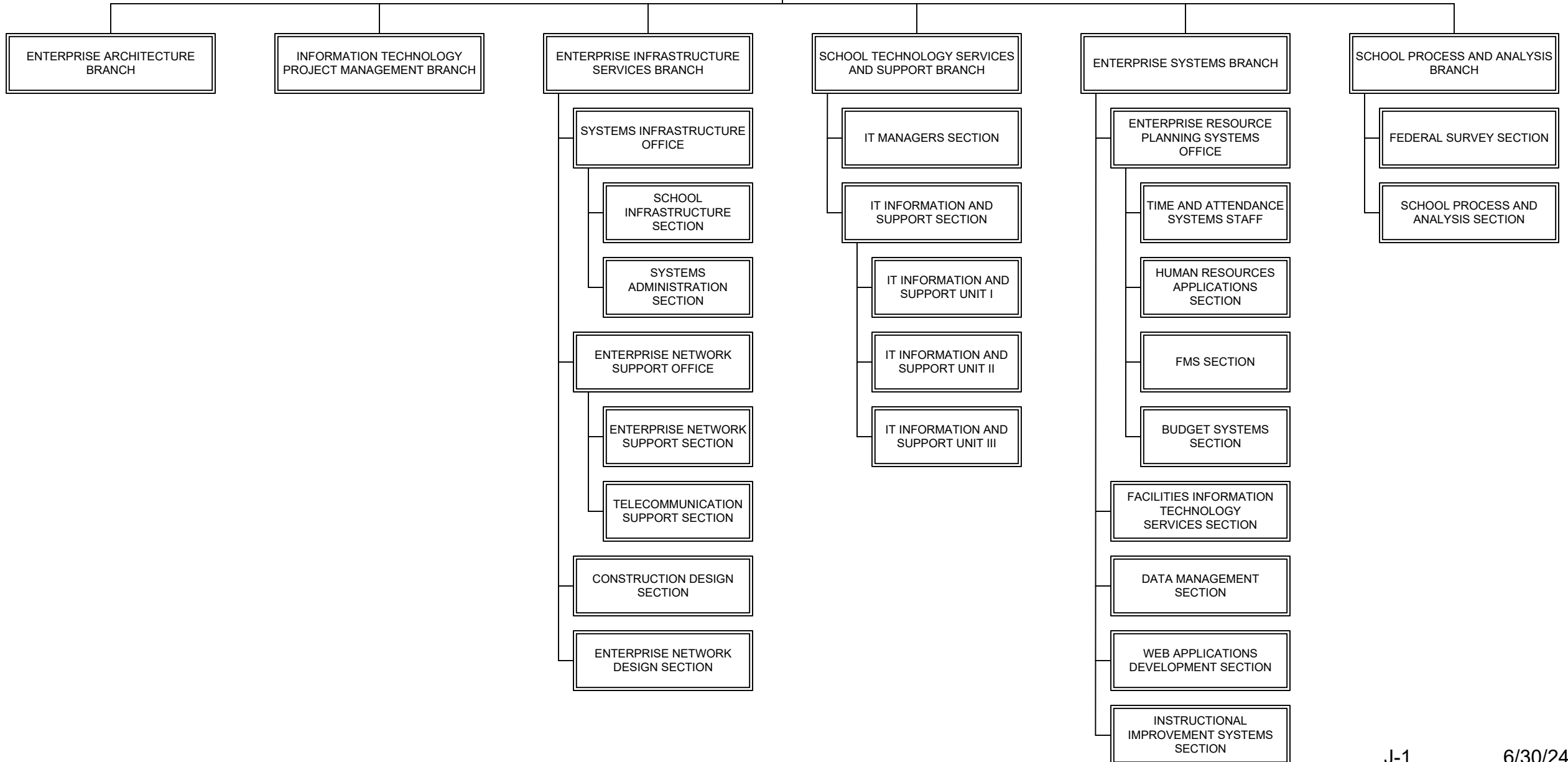
STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 OFFICE OF THE SUPERINTENDENT
 OFFICE OF TALENT MANAGEMENT
 ORGANIZATION CHART



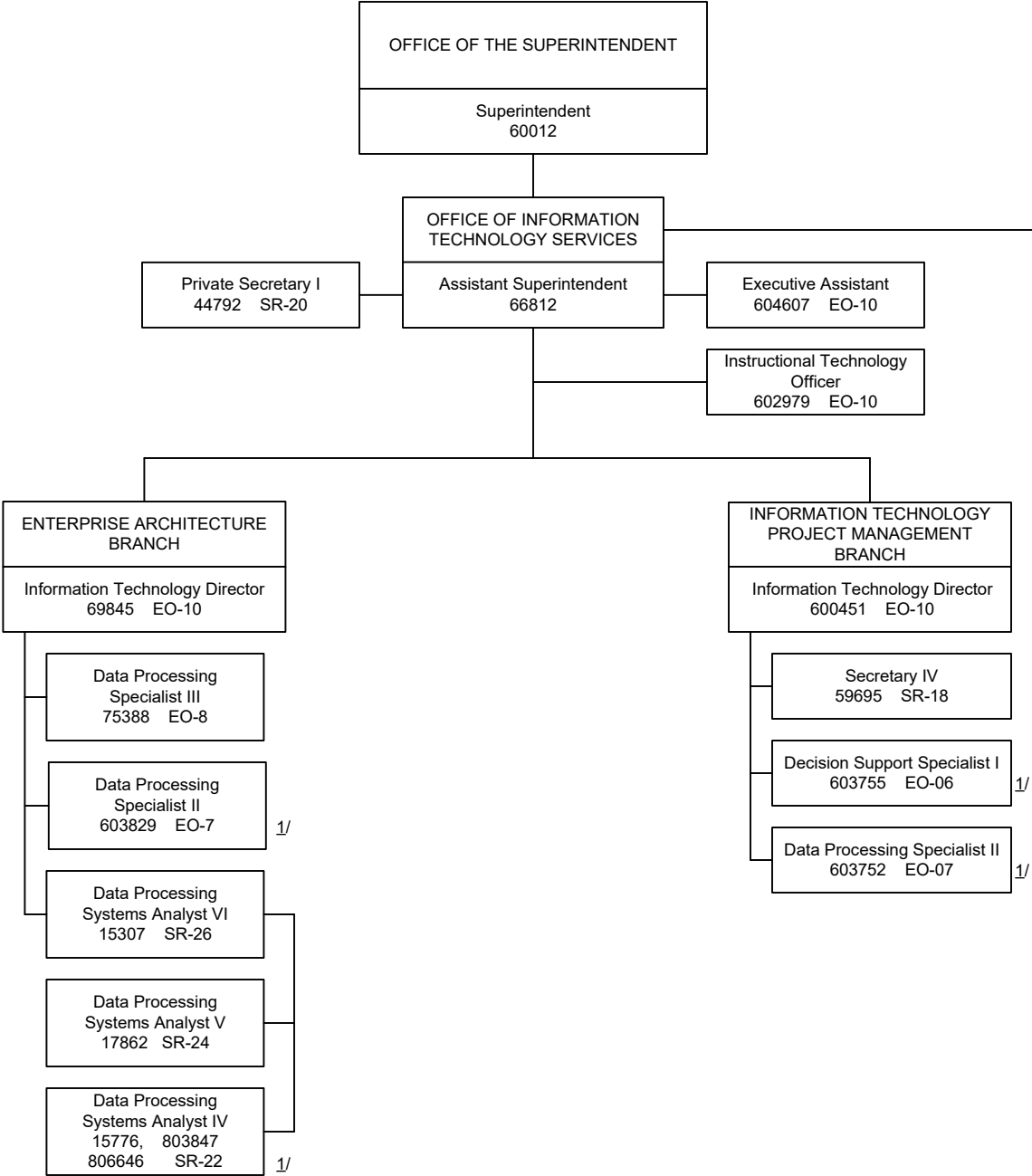
1/ Temporary position, Federal funds
 2/ Temporary position, General funds
 3/ Temporary Cohort Intern positions, General funds

STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 OFFICE OF THE SUPERINTENDENT
 OFFICE OF INFORMATION TECHNOLOGY SERVICES
 ORGANIZATION CHART

OFFICE OF INFORMATION TECHNOLOGY SERVICES
 ASSISTANT SUPERINTENDENT

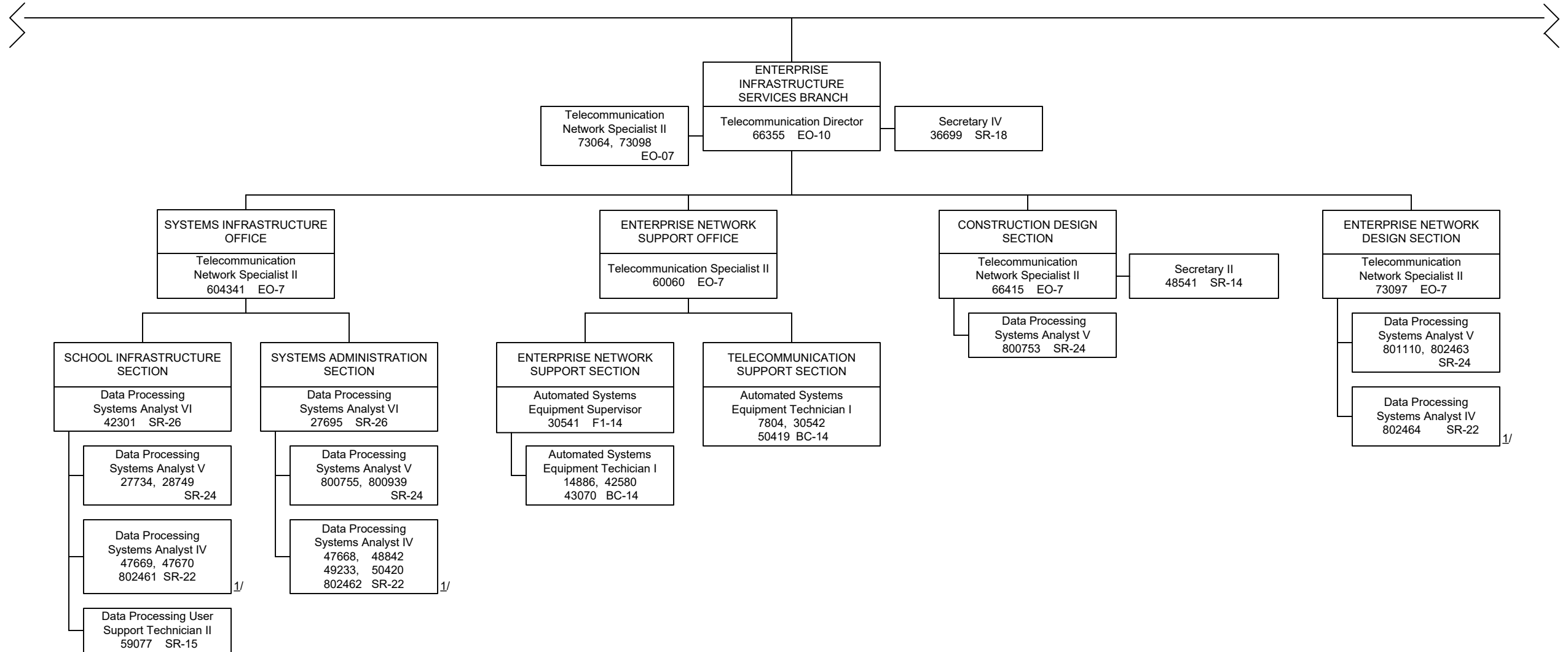


STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 OFFICE OF THE SUPERINTENDENT
 OFFICE OF INFORMATION TECHNOLOGY SERVICES
 ORGANIZATION CHART



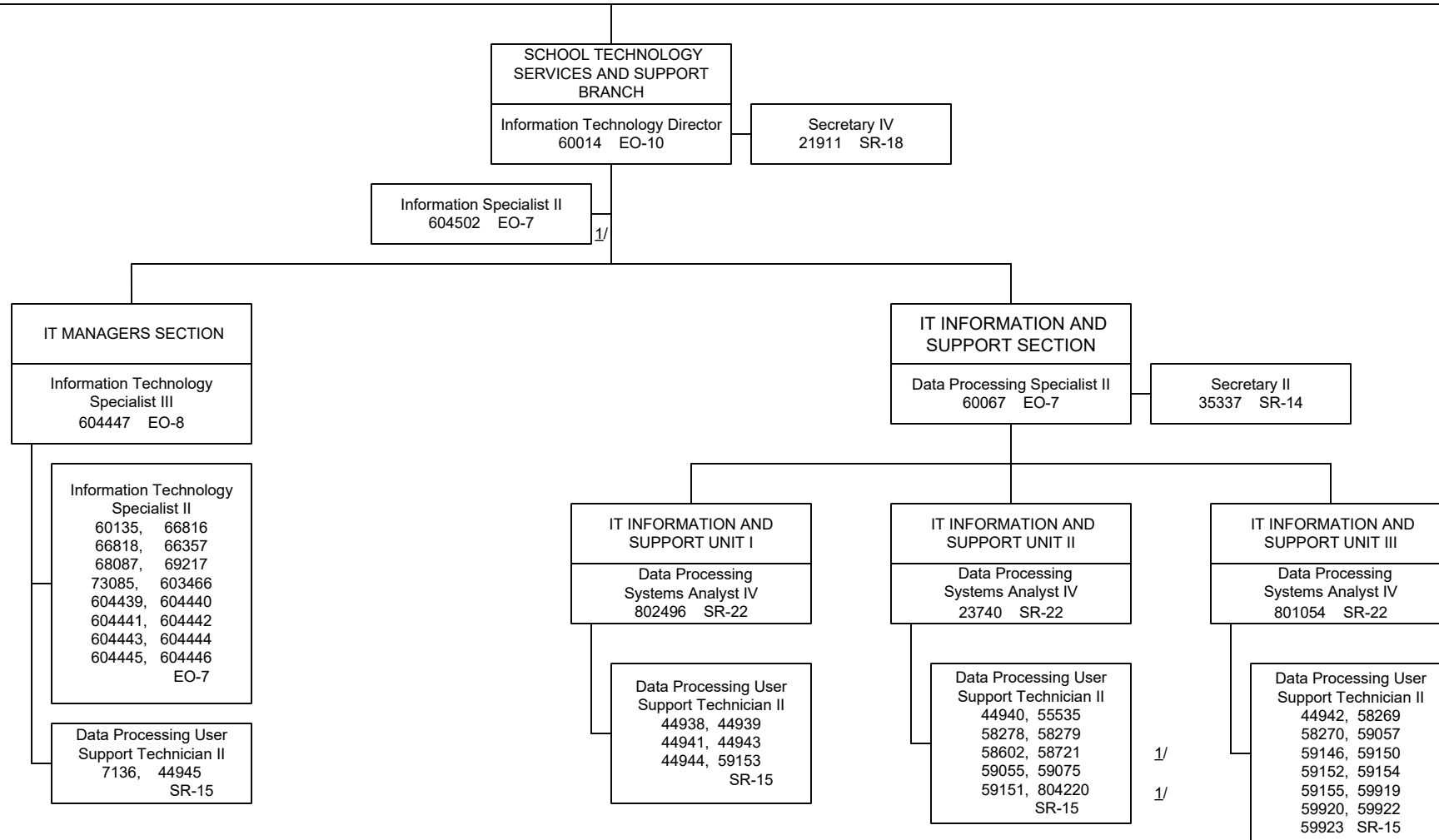
1/ Temporary position, General funds

STATE OF HAWAII
DEPARTMENT OF EDUCATION
OFFICE OF THE SUPERINTENDENT
OFFICE OF INFORMATION TECHNOLOGY SERVICES
ORGANIZATION CHART



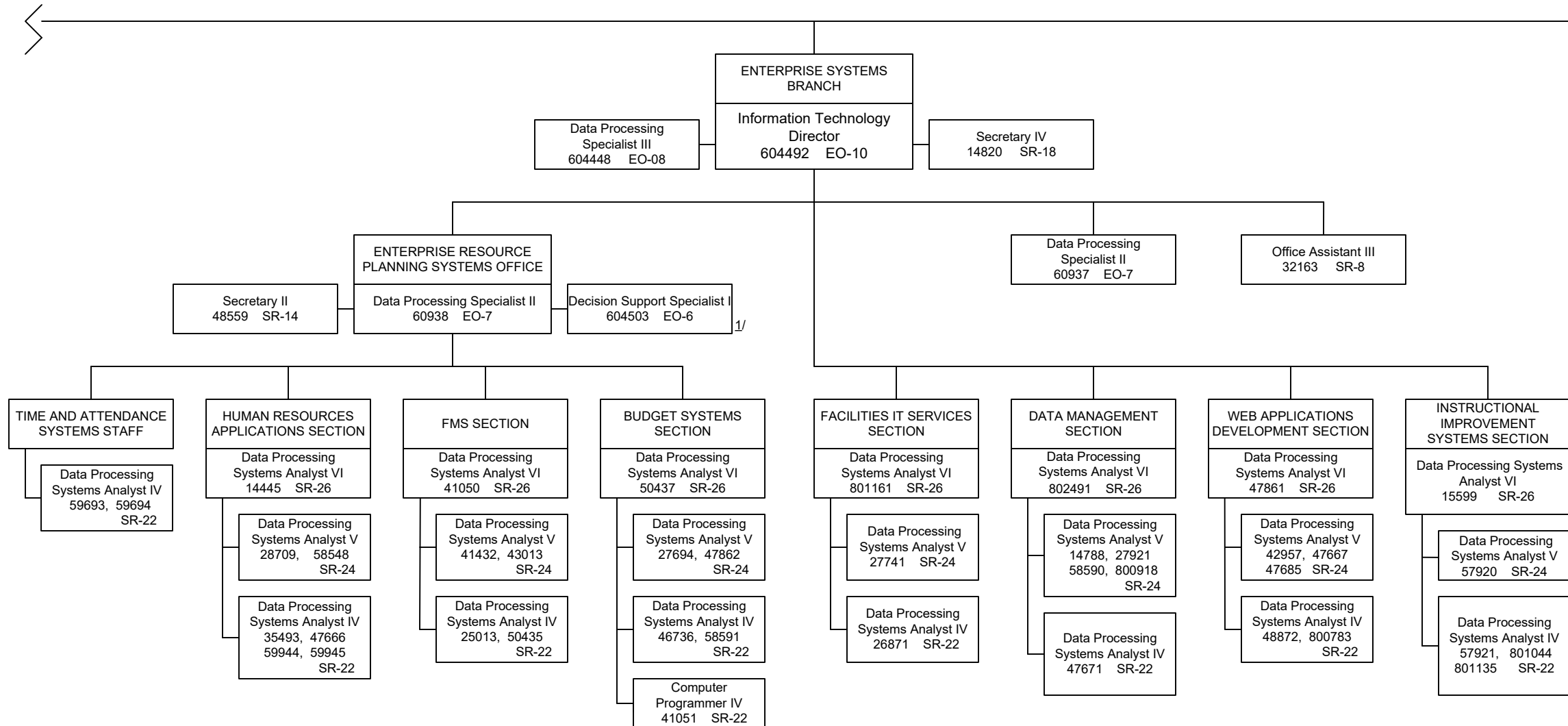
1/ Temporary position, General funds

STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 OFFICE OF THE SUPERINTENDENT
 OFFICE OF INFORMATION TECHNOLOGY SERVICES
 ORGANIZATION CHART



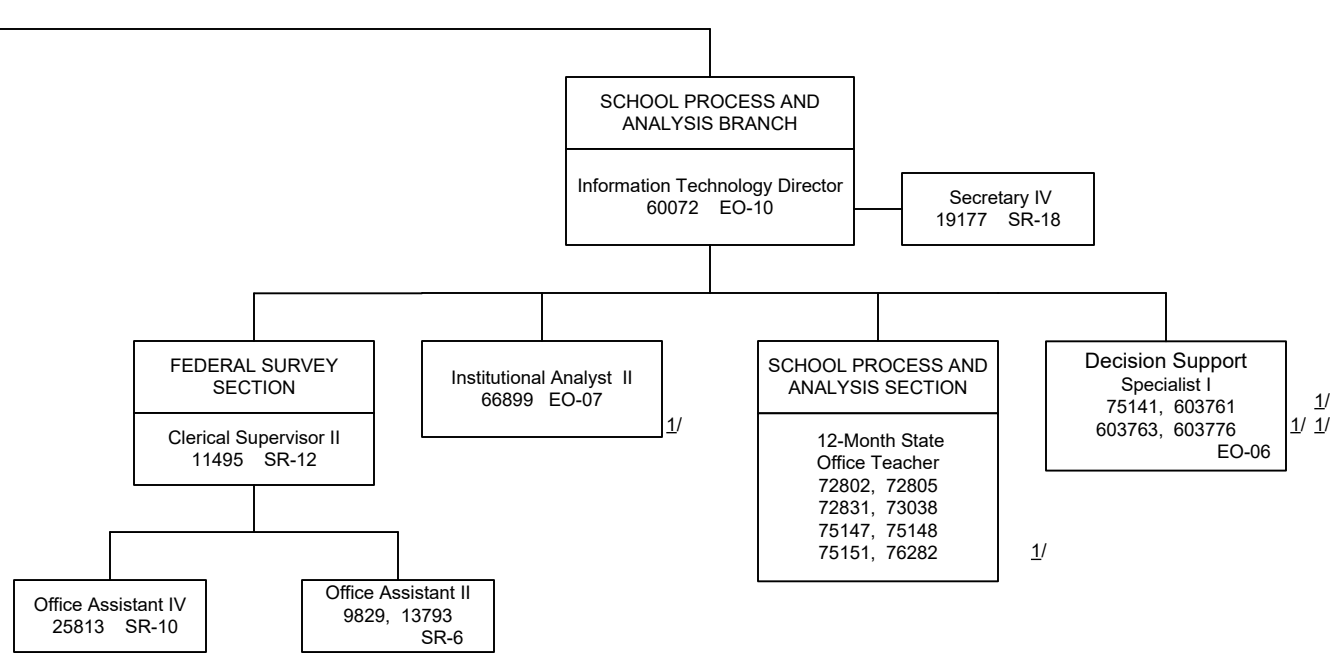
1/ Temporary position, General funds

STATE OF HAWAII
DEPARTMENT OF EDUCATION
OFFICE OF THE SUPERINTENDENT
OFFICE OF INFORMATION TECHNOLOGY SERVICES
ORGANIZATION CHART

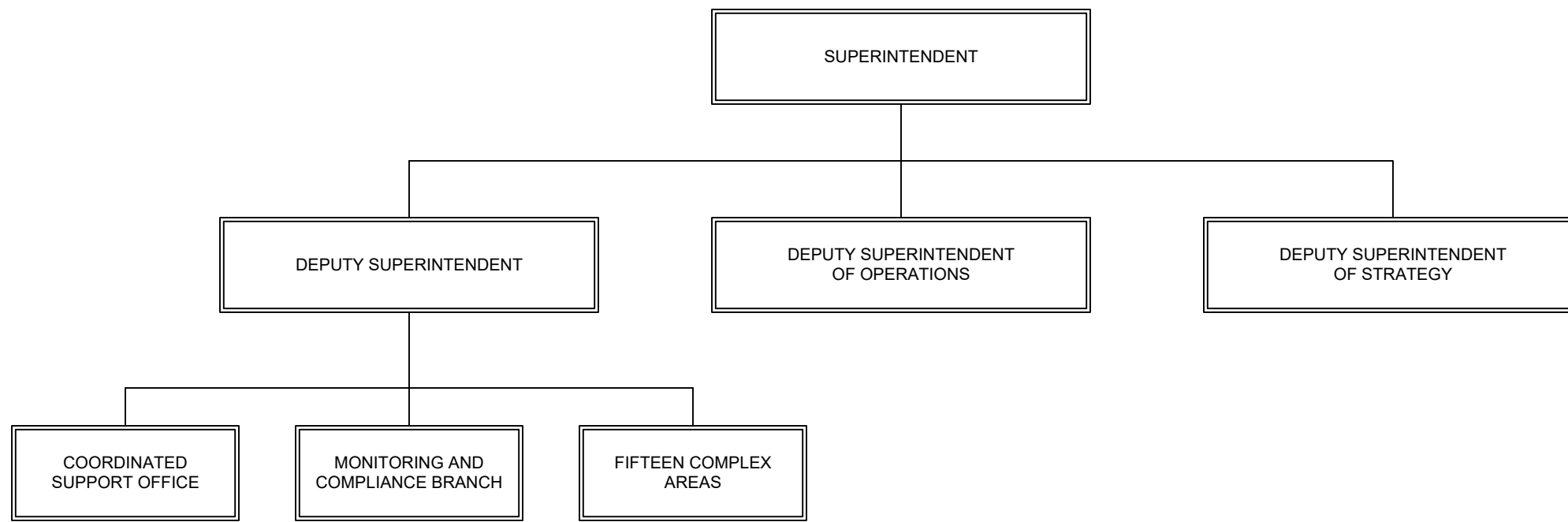


1/ Temporary position, General funds

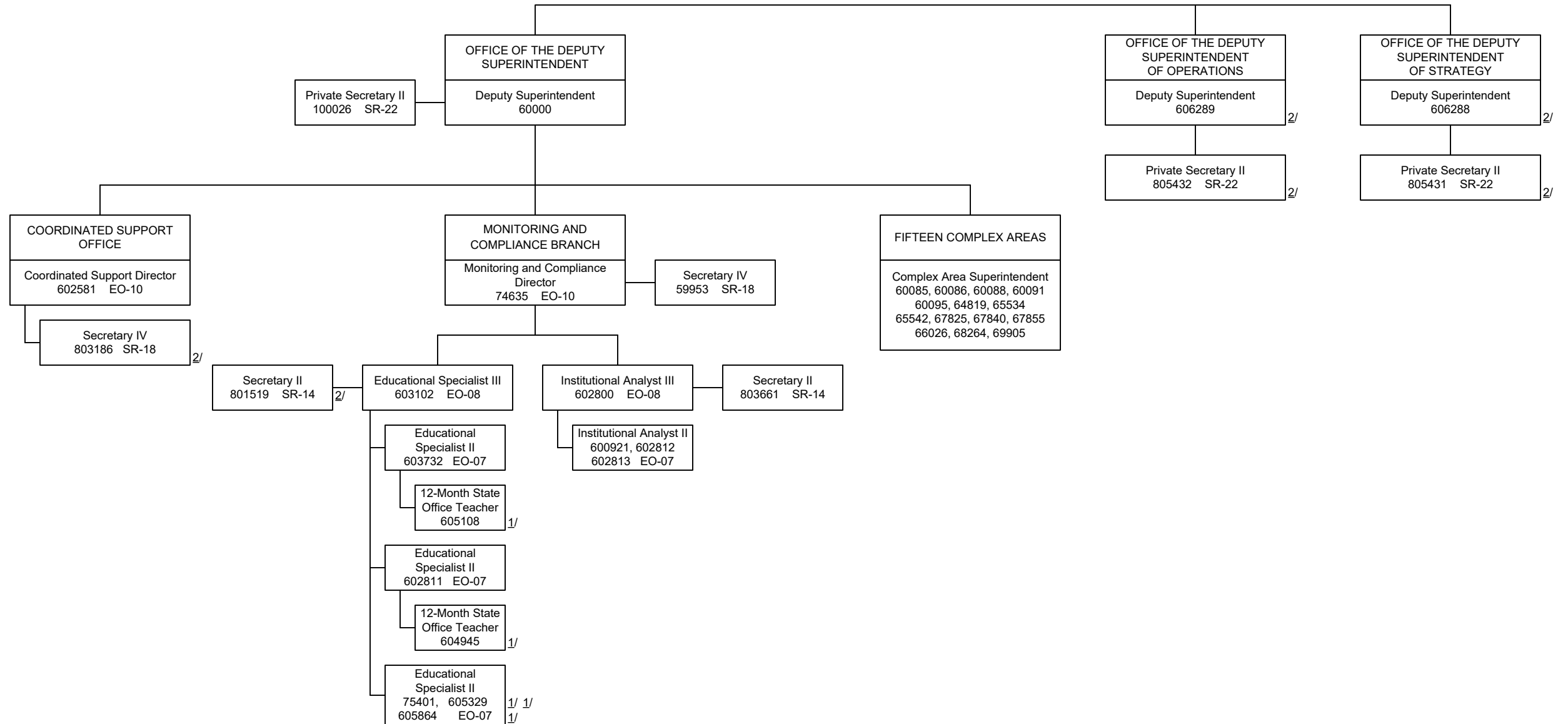
STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 OFFICE OF THE SUPERINTENDENT
 OFFICE OF INFORMATION TECHNOLOGY SERVICES
 ORGANIZATION CHART



1/ Temporary position, General funds



STATE OF HAWAII
DEPARTMENT OF EDUCATION
OFFICE OF THE DEPUTY SUPERINTENDENT
ORGANIZATION CHART

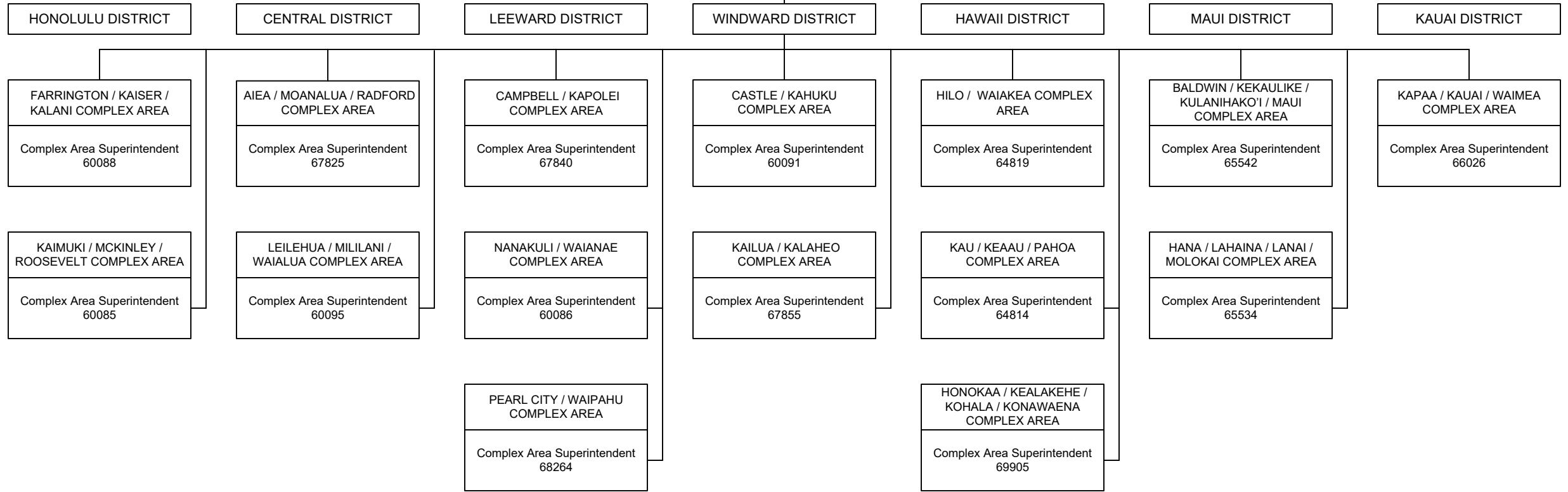


1/ Temporary position, Federal funds
2/ Temporary position, General funds

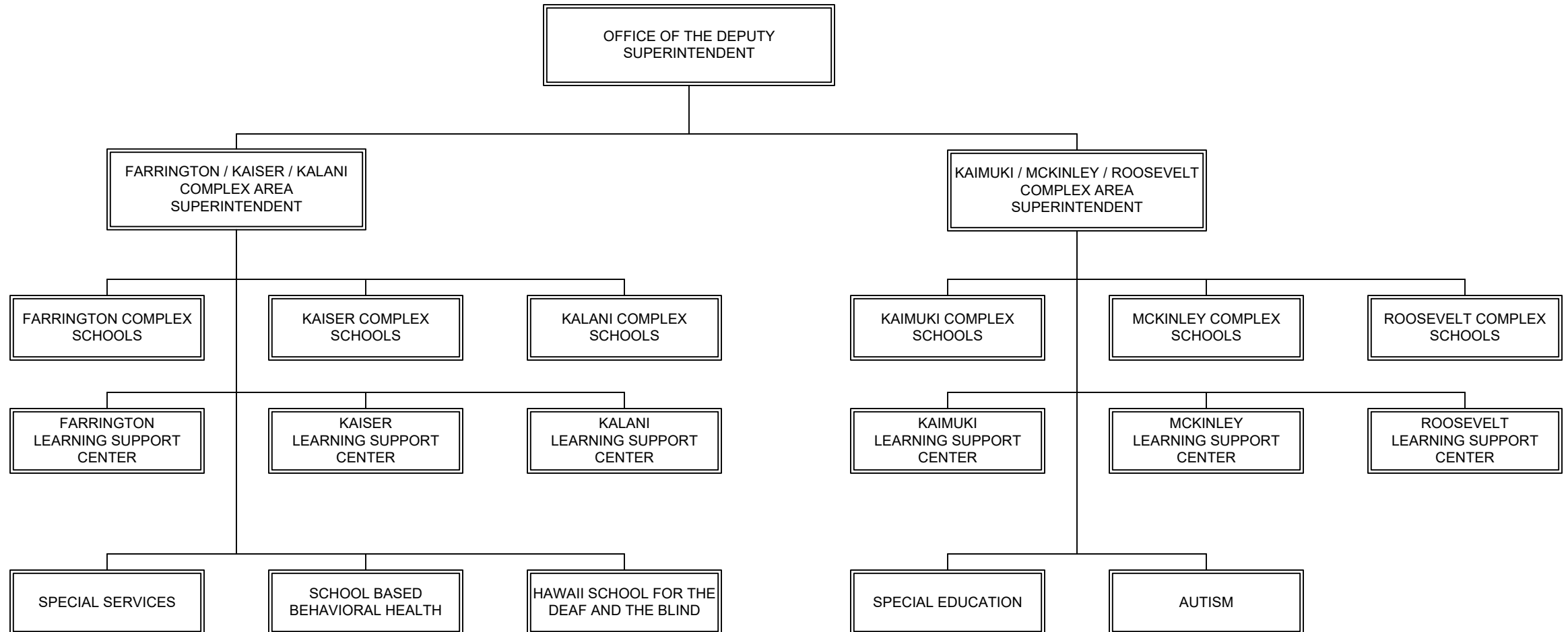
STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 OFFICE OF THE DEPUTY SUPERINTENDENT
 COMPLEX AREA SUPERINTENDENTS
 ORGANIZATION CHART

OFFICE OF THE DEPUTY SUPERINTENDENT
 Deputy Superintendent
 60000

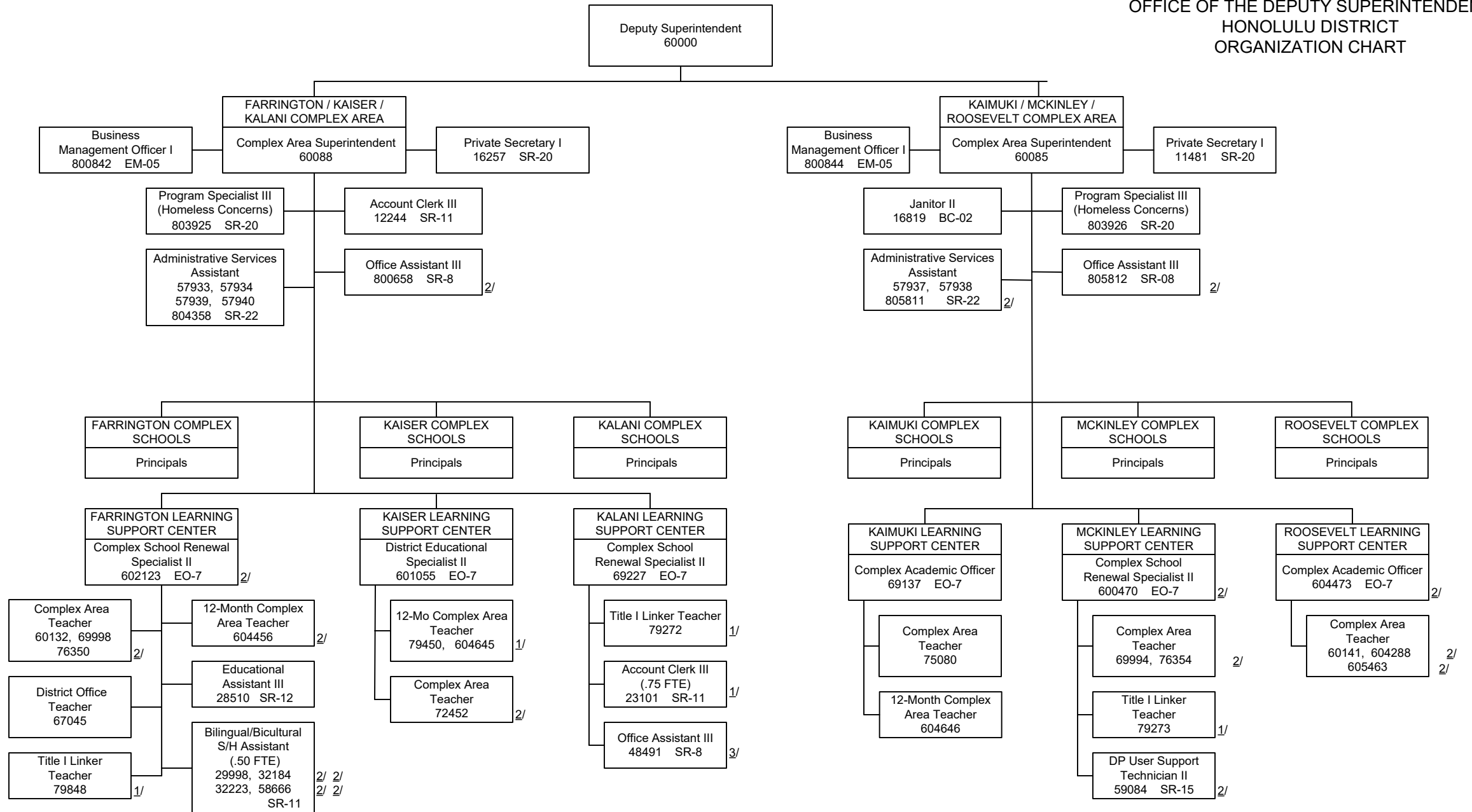
Private Secretary II
 100026 SR-22



STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 OFFICE OF THE DEPUTY SUPERINTENDENT
 HONOLULU DISTRICT
 ORGANIZATION CHART

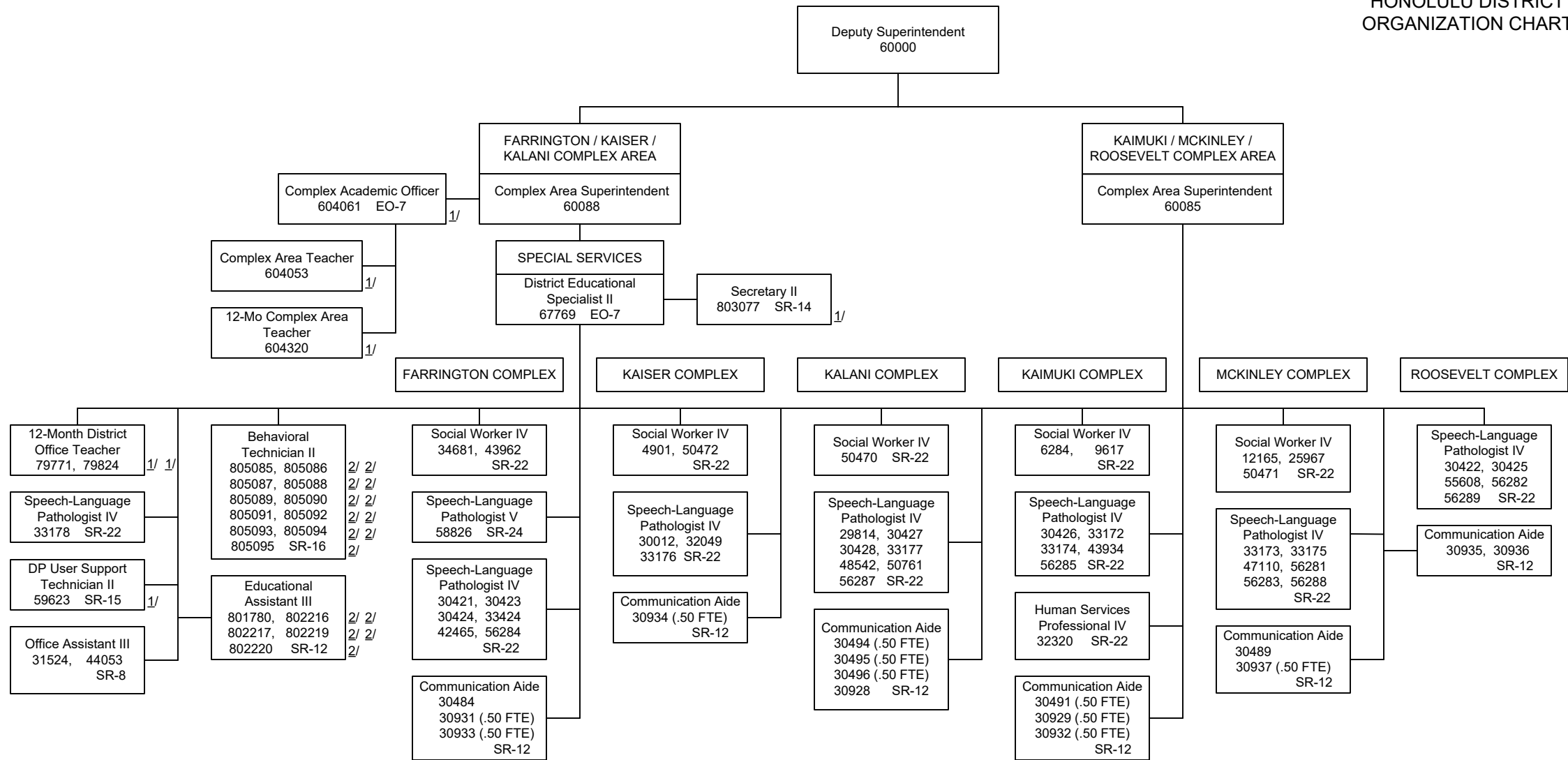


STATE OF HAWAII
DEPARTMENT OF EDUCATION
OFFICE OF THE DEPUTY SUPERINTENDENT
HONOLULU DISTRICT
ORGANIZATION CHART



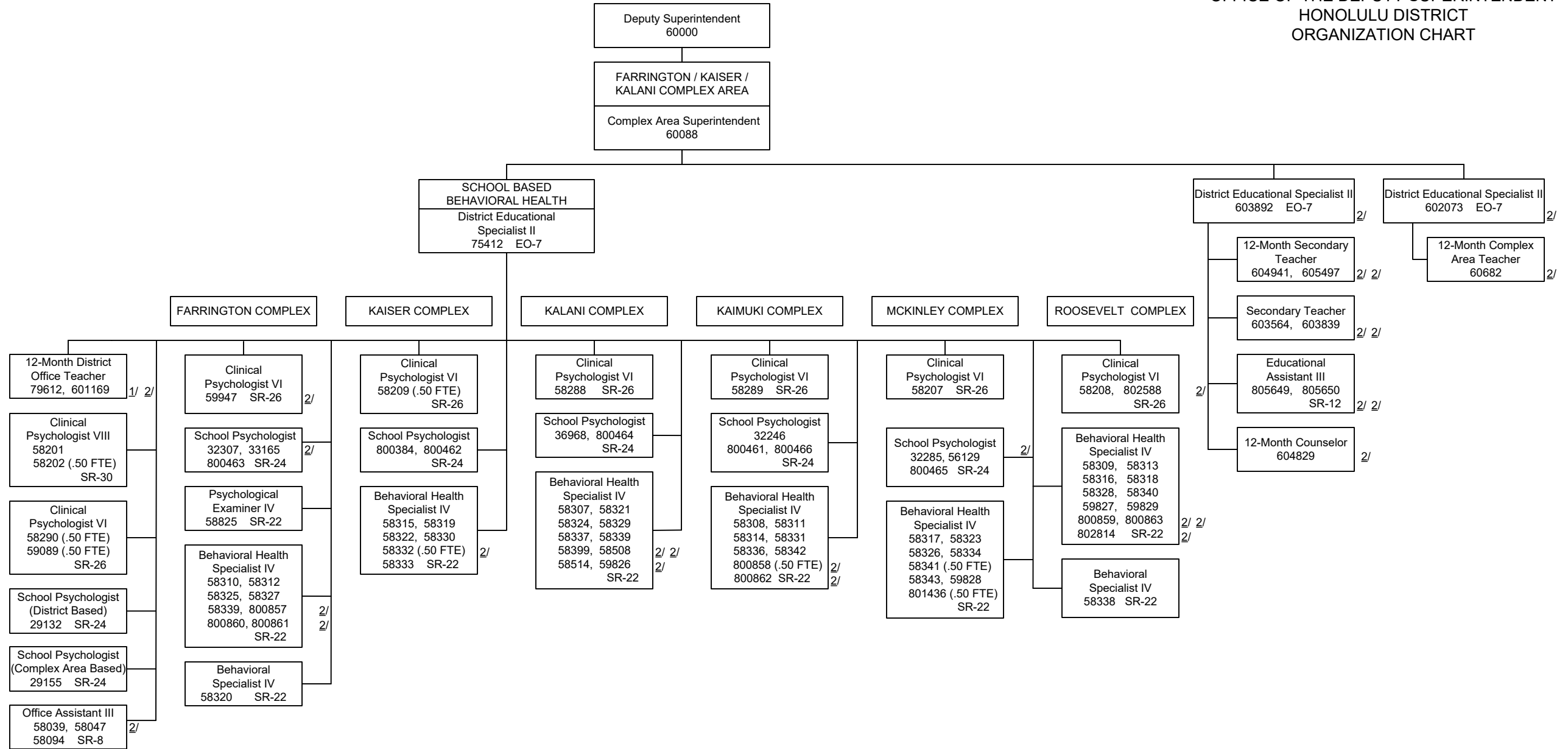
1/ Temporary position, Federal funds
2/ Temporary position, General funds
3/ Temporary position, Revolving funds

STATE OF HAWAII
DEPARTMENT OF EDUCATION
OFFICE OF THE DEPUTY SUPERINTENDENT
HONOLULU DISTRICT
ORGANIZATION CHART



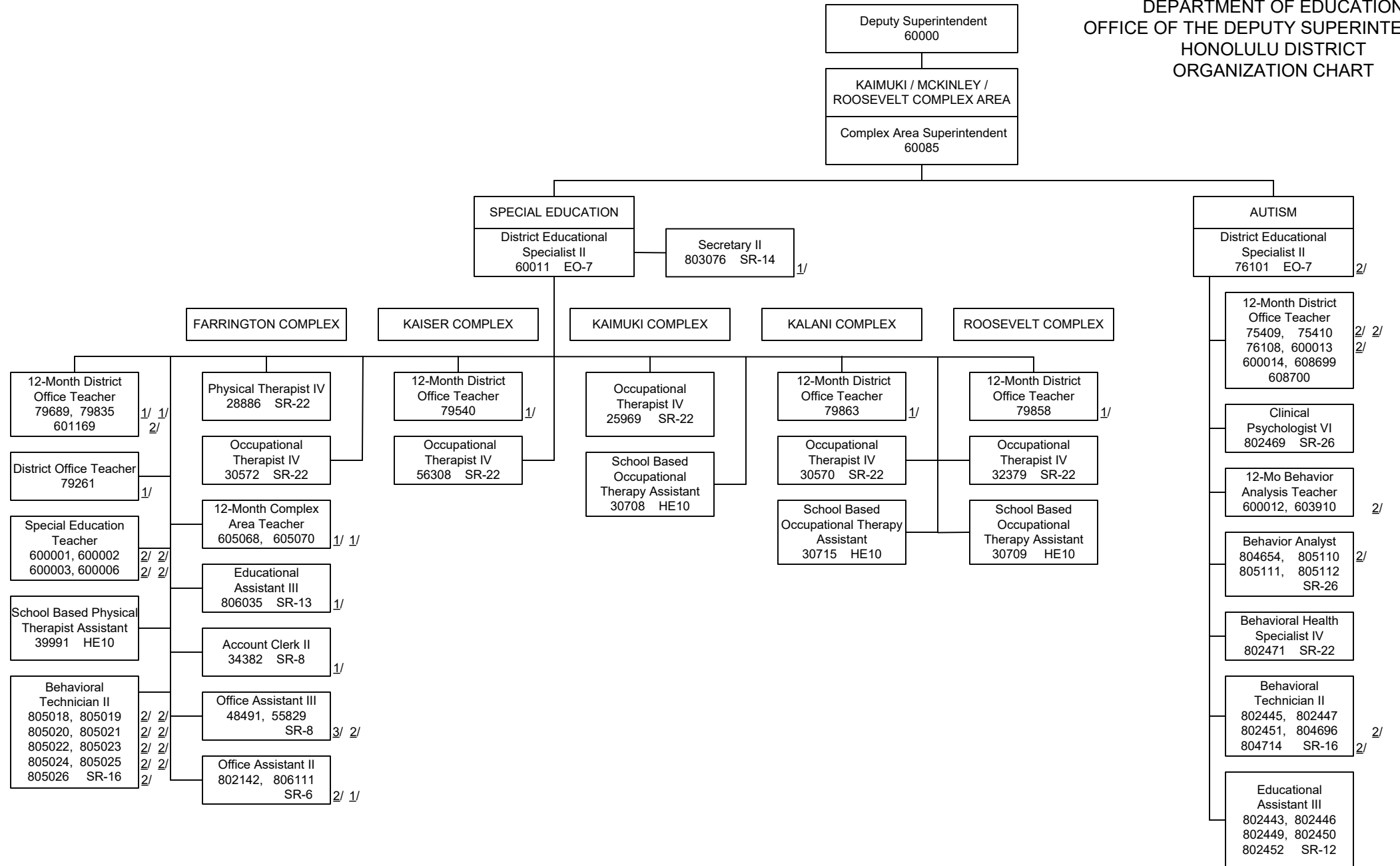
1/ Temporary position, Federal funds
2/ Temporary position, General funds

STATE OF HAWAII
DEPARTMENT OF EDUCATION
OFFICE OF THE DEPUTY SUPERINTENDENT
HONOLULU DISTRICT
ORGANIZATION CHART



1/ Temporary position, Federal funds
2/ Temporary position, General funds

STATE OF HAWAII
DEPARTMENT OF EDUCATION
OFFICE OF THE DEPUTY SUPERINTENDENT
HONOLULU DISTRICT
ORGANIZATION CHART



1/ Temporary position, Federal funds
2/ Temporary position, General funds
3/ Temporary position, Revolving funds

STATE OF HAWAII
 OFFICE OF THE DEPUTY SUPERINTENDENT
 DEPARTMENT OF EDUCATION
 CENTRAL DISTRICT
 ORGANIZATION CHART

OFFICE OF THE DEPUTY
 SUPERINTENDENT

AIEA / MOANALUA / RADFORD
 COMPLEX AREA
 SUPERINTENDENT

LEILEHUA / MILILANI / WAIALUA
 COMPLEX AREA
 SUPERINTENDENT

AIEA COMPLEX
 SCHOOLS

MOANALUA COMPLEX
 SCHOOLS

RADFORD COMPLEX
 SCHOOLS

LEILEHUA COMPLEX
 SCHOOLS

MILILANI COMPLEX
 SCHOOLS

WAIALUA COMPLEX
 SCHOOLS

AIEA
 LEARNING SUPPORT CENTER

MOANALUA
 LEARNING SUPPORT CENTER

RADFORD
 LEARNING SUPPORT CENTER

LEILEHUA
 LEARNING SUPPORT CENTER

MILILANI
 LEARNING SUPPORT CENTER

WAIALUA
 LEARNING SUPPORT CENTER

STUDENT SUPPORT
 SERVICES
 AIEA / MOANALUA / RADFORD

STUDENT SUPPORT
 SERVICES LEILEHUA /
 MILILANI / WAIALUA

SCHOOL BASED
 BEHAVIORAL HEALTH

AUTISM

STATE OF HAWAII
OFFICE OF THE DEPUTY SUPERINTENDENT
DEPARTMENT OF EDUCATION
CENTRAL DISTRICT
ORGANIZATION CHART

Deputy Superintendent
60000

AIEA / MOANALUA /
RADFORD COMPLEX AREA
Complex Area Superintendent
67825

Private Secretary I
21919 SR-20

LEILEHUA / MILILANI /
WAIALUA COMPLEX AREA
Complex Area Superintendent
60095

Private Secretary I
12263 SR-20

District Educational Specialist II
604590 EO-7 1/

12-Month Complex Area Teacher
604648, 605304 2/

Program Specialist III (Homeless Concerns)
803913 SR-20

Account Clerk IV
15434 SR-13

Office Assistant III
30546 SR-8

Business Management Officer I
800805 EM-05

Complex Area Personnel Specialist II
603958 EO-7

Administrative Services Assistant
57944, 804223 SR-22 2/

Complex Academic Officer
604871 EO-7 2/

12-Month Complex Area Teacher
605192, 605203 2/ 2/

District Educational Specialist II
76347 EO-7 2/

12-Month Complex Area Teacher
604647

Business Management Officer I
800806 EM-05

Program Specialist III (Homeless Concerns)
803914 SR-20

Administrative Services Assistant
57943, 57946 57947 SR-22

Complex Academic Officer
602273, 604876 EO-7 2/ 2/

Complex Area Personnel Specialist II
601086 EO-7 2/

12-Month District Office Teacher
603827

District Office Teacher
603865, 603866

Office Assistant IV
35675 SR-10

Office Assistant III
48847 59722 (.50 FTE) SR-8 1/ 1/

Office Assistant IV
804541 (0.5 FTE) SR-8

AIEA COMPLEX SCHOOLS
Principals

MOANALUA COMPLEX SCHOOLS
Principals

RADFORD COMPLEX SCHOOLS
Principals

LEILEHUA COMPLEX SCHOOLS
Principals

MILILANI COMPLEX SCHOOLS
Principals

WAIALUA COMPLEX SCHOOLS
Principals

AIEA LEARNING SUPPORT CENTER
Complex School Renewal Specialist II
67829 EO-7

MOANALUA LEARNING SUPPORT CENTER
Complex School Renewal Specialist II
60084 EO-7

RADFORD LEARNING SUPPORT CENTER
Complex School Renewal Specialist II
60087 EO-7

District Office Teacher
62346

Title I Linker Teacher
79276 1/

12-Month District Office Teacher
79451 1/

12-Month Complex Area Teacher
603191 2/

District Office Teacher
600468 1/

12-Month Complex Area Teacher
602523 2/

LEILEHUA LEARNING SUPPORT CENTER
Complex School Renewal Specialist II
60036 EO-7

MILILANI / WAIALUA LEARNING SUPPORT CENTER
Complex School Renewal Specialist II
68505 EO-7

District Educational Specialist II
604066 EO-7 1/

12-Month Complex Area Teacher
605296 1/

Title I Linker Teacher
79849 1/

CSSS Resource Teacher
600469 2/

12-Mo Complex Area Teacher
602524, 605199 2/ 2/

Complex Area Teacher
62385 2/

Bilingual/Bicultural S/H Assistant
29991 SR-11 2/

District Office Teacher
79432 1/

CSSS Resource Teacher
75082

12-Mo District Office Teacher
603298 1/

Office Assistant III
15433 SR-8

1/ Temporary position, Federal funds
2/ Temporary position, General funds

STATE OF HAWAII
OFFICE OF THE DEPUTY SUPERINTENDENT
DEPARTMENT OF EDUCATION
CENTRAL DISTRICT
ORGANIZATION CHART

Deputy Superintendent
60000

AIEA / MOANALUA / RADFORD
COMPLEX AREA
Complex Area Superintendent
67825

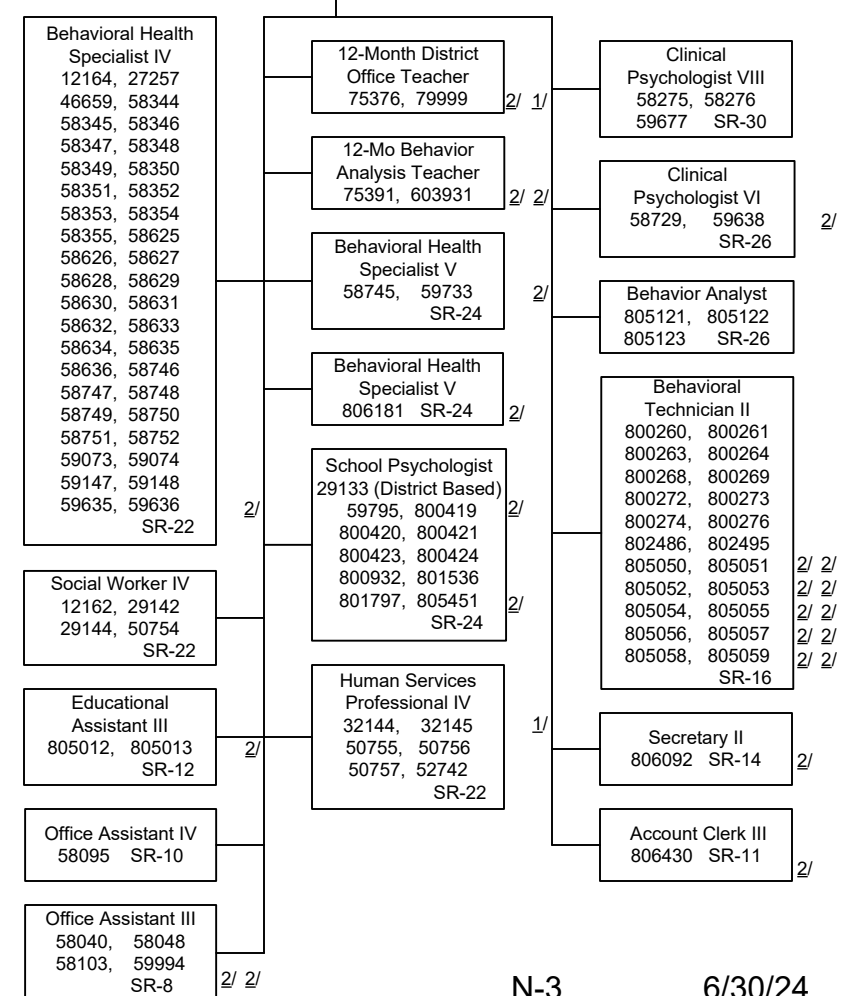
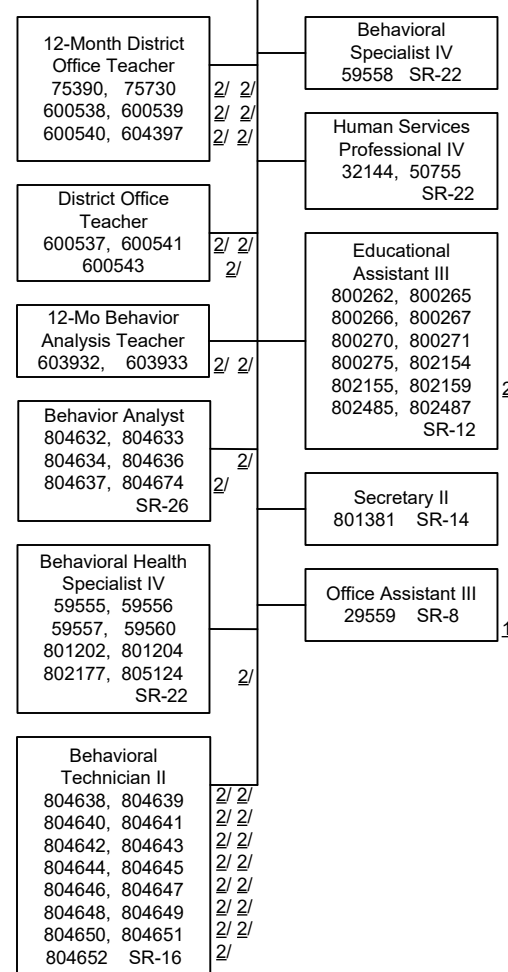
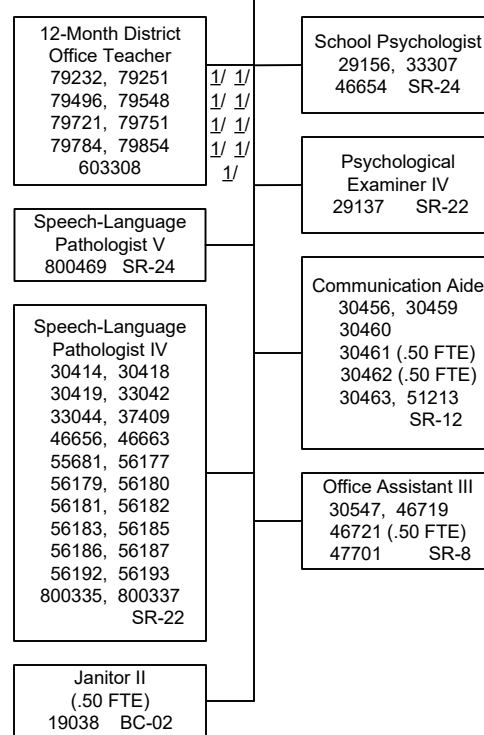
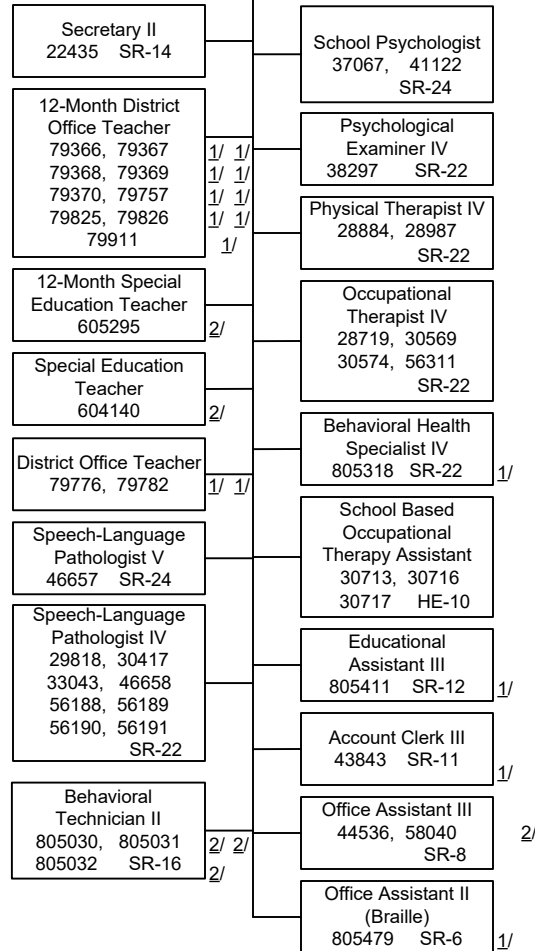
LEILEHUA / MILILANI / WAIALUA
COMPLEX AREA
Complex Area Superintendent
60095

STUDENT SUPPORT SERVICES
AIEA / MOANALUA / RADFORD
District Educational Specialist II
61643 EO-7

STUDENT SUPPORT SERVICES
LEILEHUA / MILILANI / WAIALUA
District Educational Specialist II
68029 EO-7

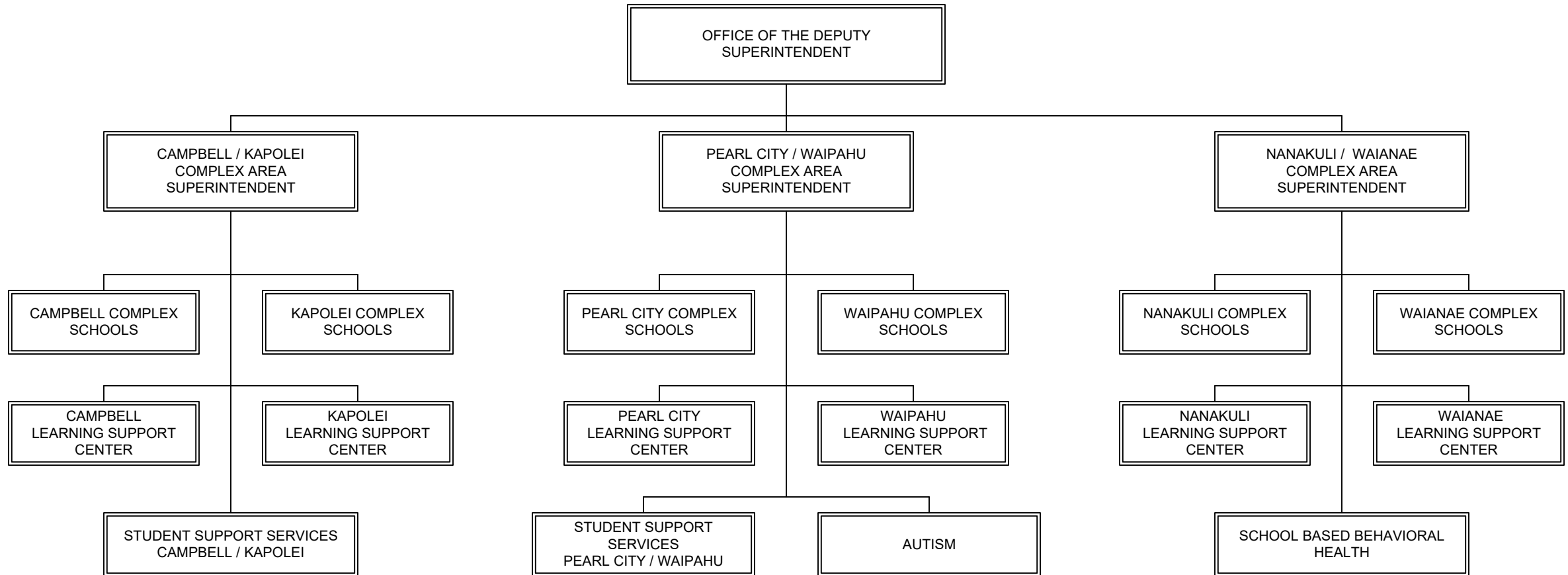
AUTISM
District Educational Specialist II
75732 EO-7

SCHOOL BASED
BEHAVIORAL HEALTH
District Educational Specialist II
75413, 606008
EO-7

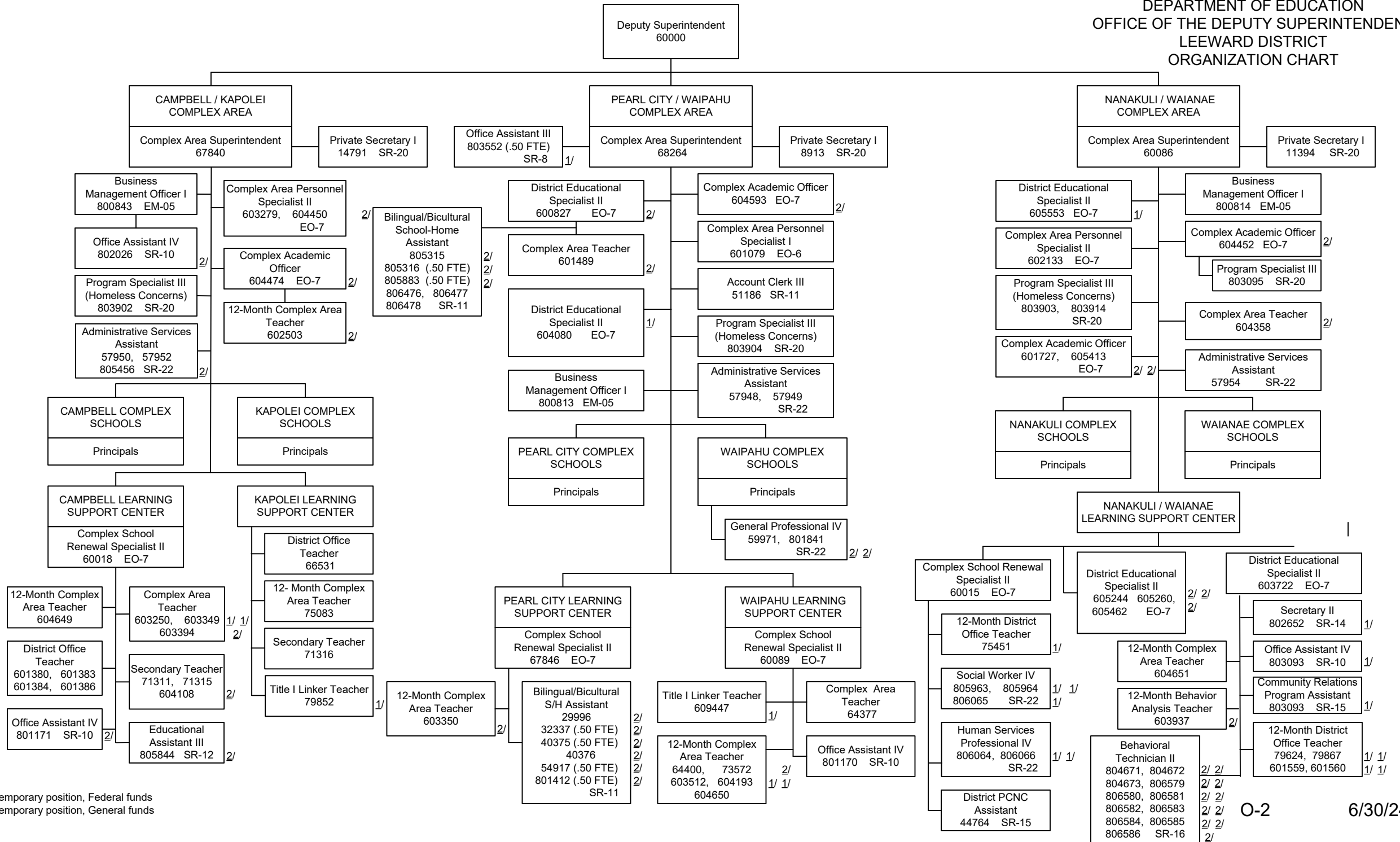


1/ Temporary position, Federal funds
2/ Temporary position, General funds

STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 OFFICE OF THE DEPUTY SUPERINTENDENT
 LEEWARD DISTRICT
 ORGANIZATION CHART

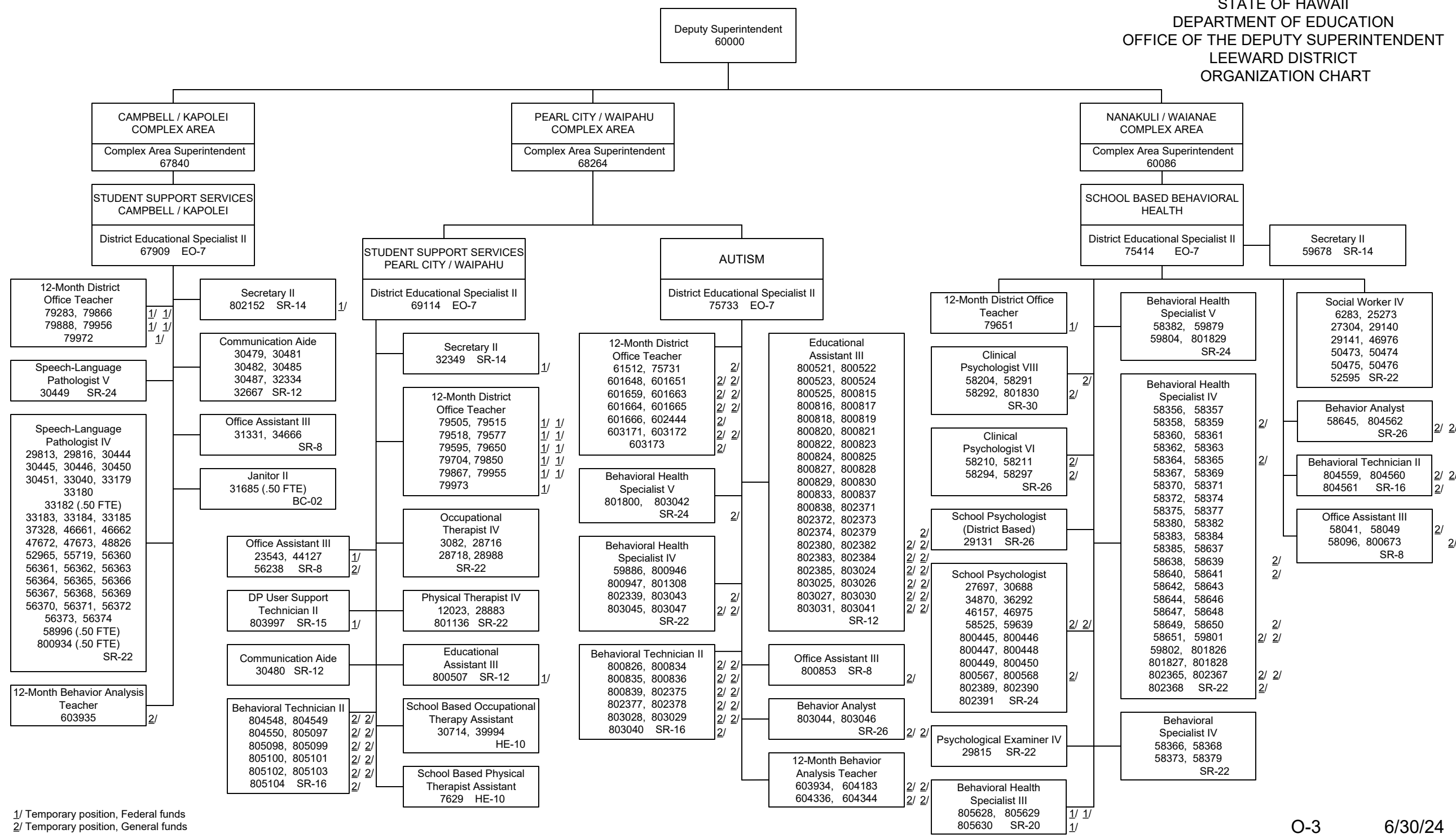


STATE OF HAWAII
DEPARTMENT OF EDUCATION
OFFICE OF THE DEPUTY SUPERINTENDENT
LEEWARD DISTRICT
ORGANIZATION CHART



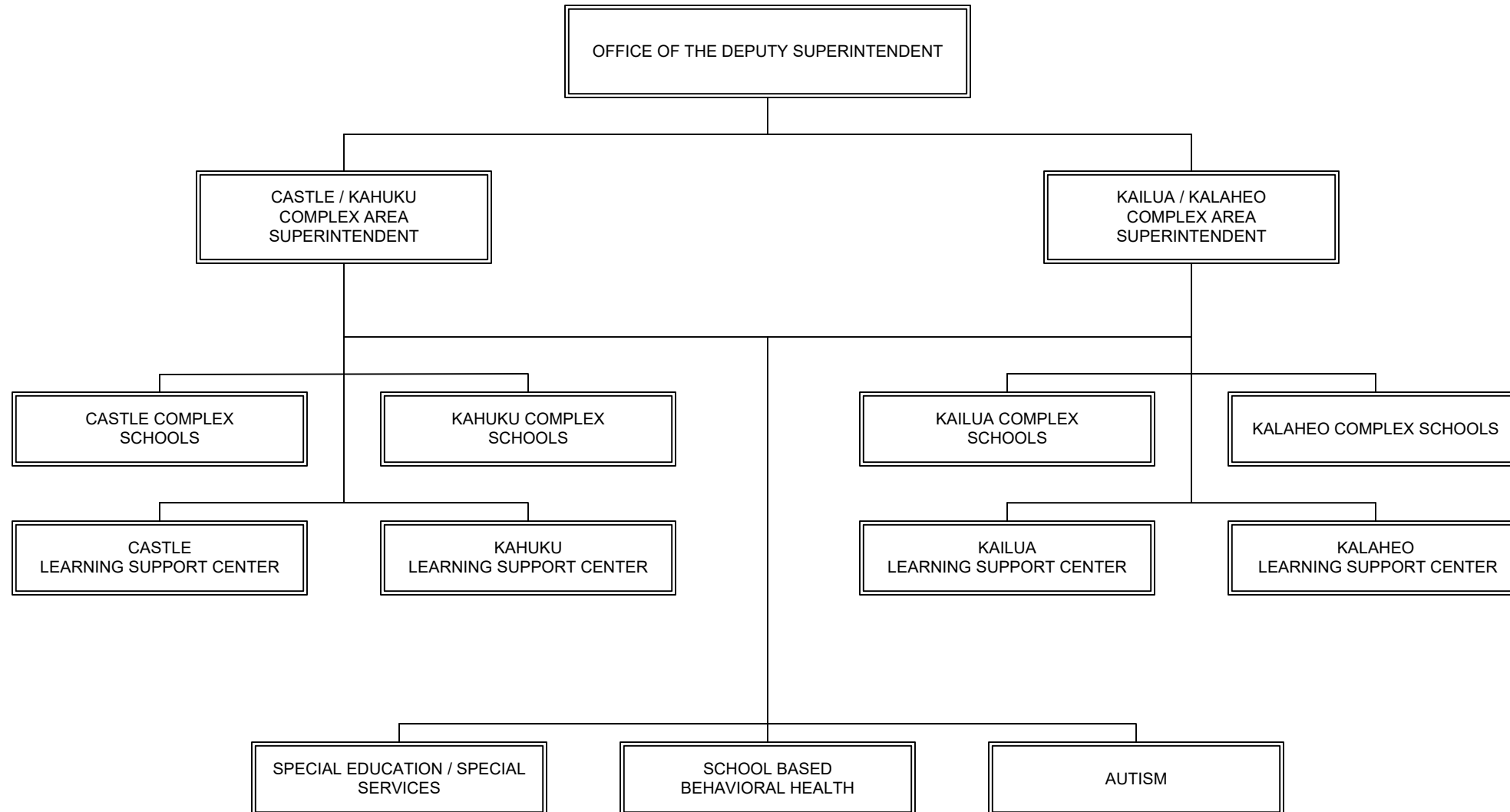
1/ Temporary position, Federal funds
2/ Temporary position, General funds

STATE OF HAWAII
DEPARTMENT OF EDUCATION
OFFICE OF THE DEPUTY SUPERINTENDENT
LEEWARD DISTRICT
ORGANIZATION CHART

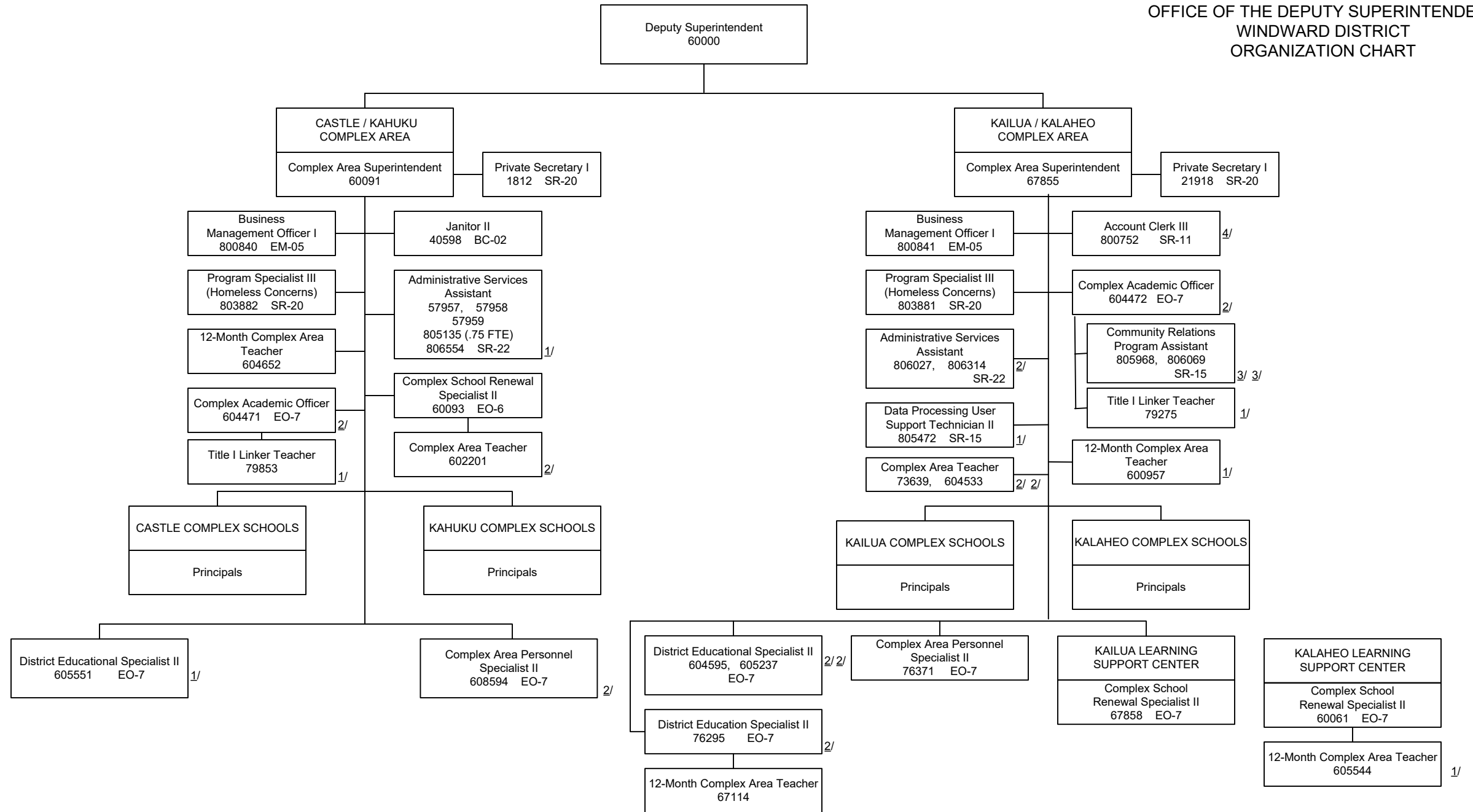


1/ Temporary position, Federal funds
2/ Temporary position, General funds

STATE OF HAWAII
DEPARTMENT OF EDUCATION
OFFICE OF THE DEPUTY SUPERINTENDENT
WINDWARD DISTRICT
ORGANIZATION CHART

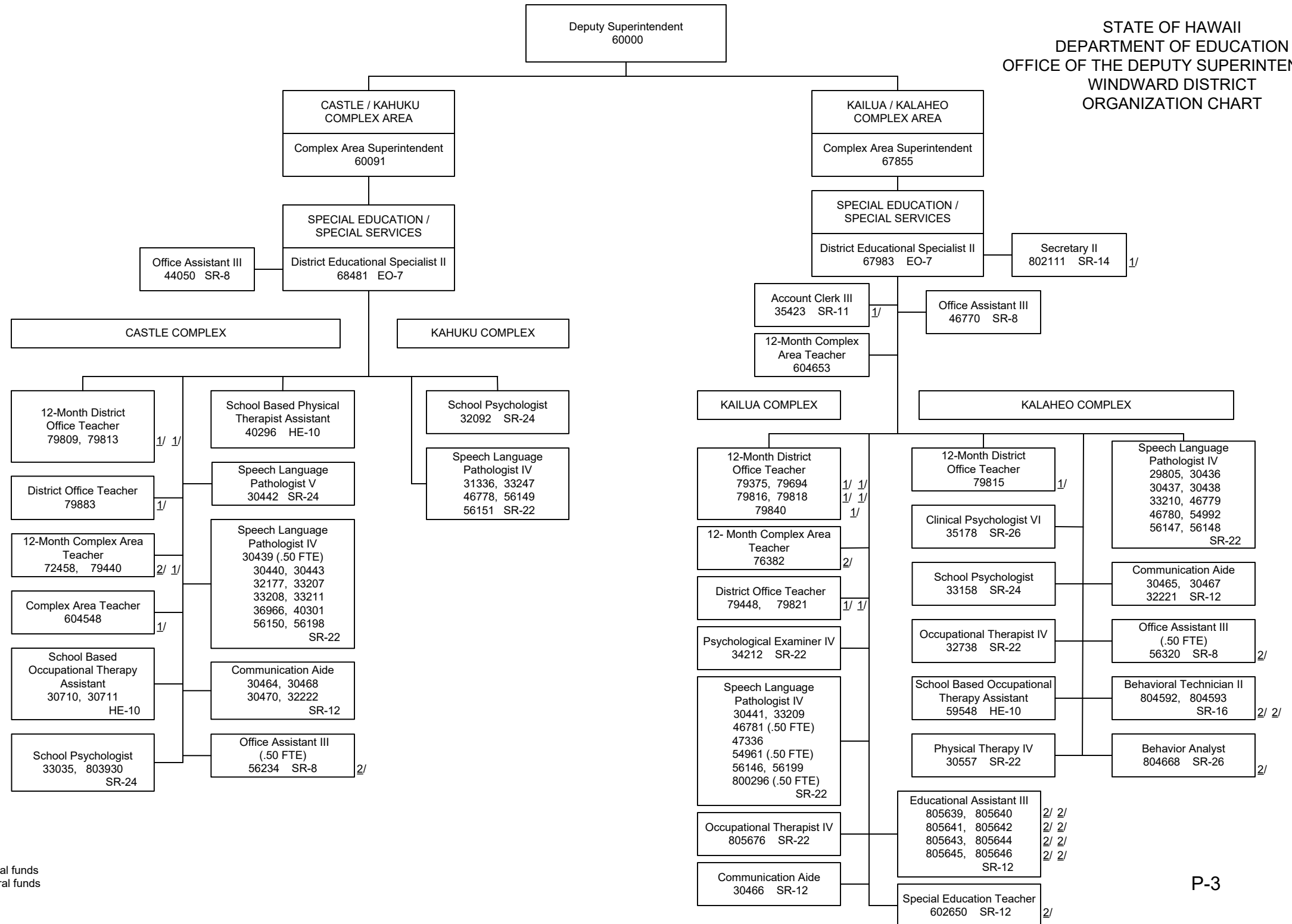


STATE OF HAWAII
DEPARTMENT OF EDUCATION
OFFICE OF THE DEPUTY SUPERINTENDENT
WINDWARD DISTRICT
ORGANIZATION CHART



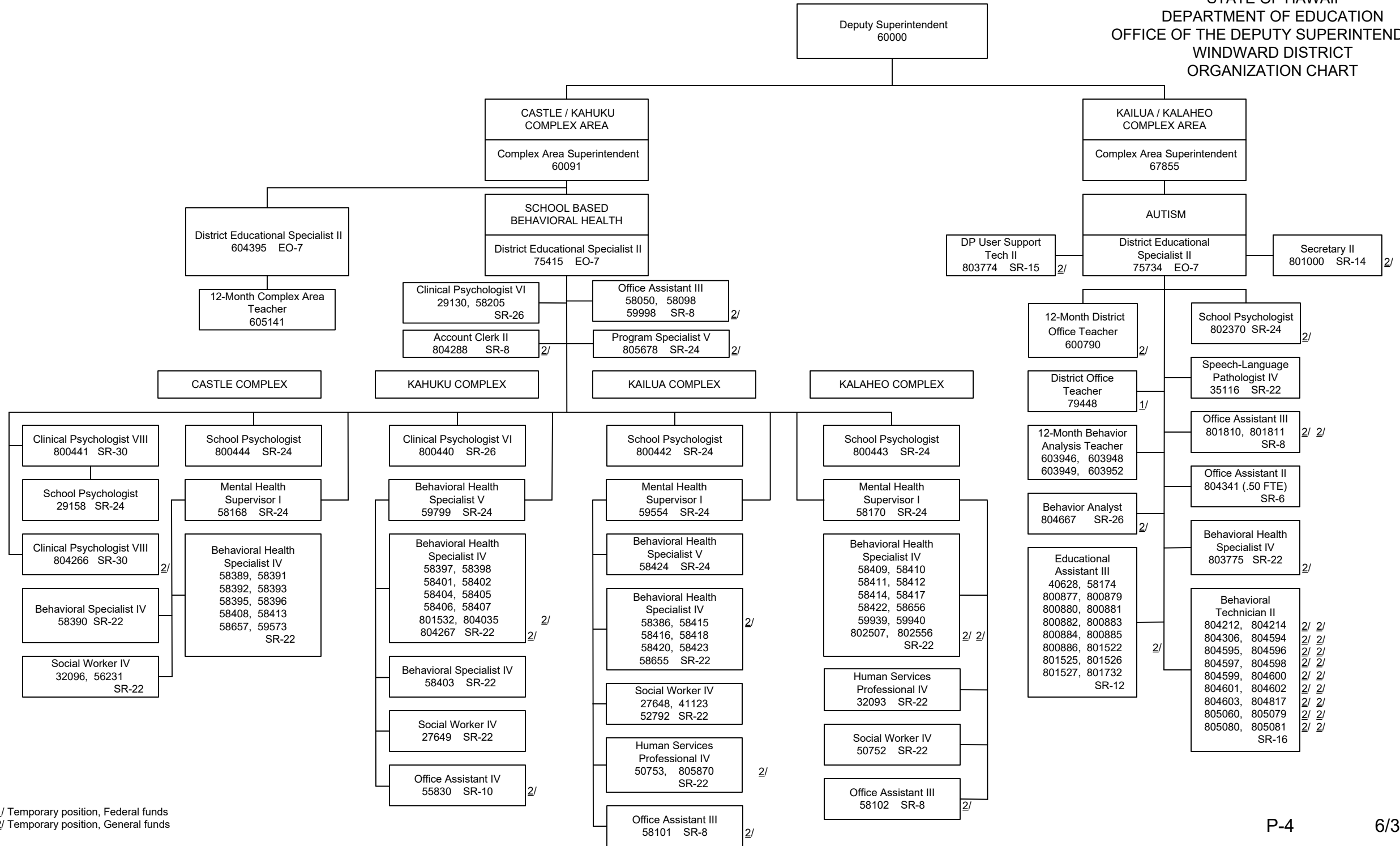
1/ Temporary position, Federal funds
2/ Temporary position, General funds
3/ Temporary position, Trust funds
4/ Temporary position, Revolving funds

STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 OFFICE OF THE DEPUTY SUPERINTENDENT
 WINDWARD DISTRICT
 ORGANIZATION CHART



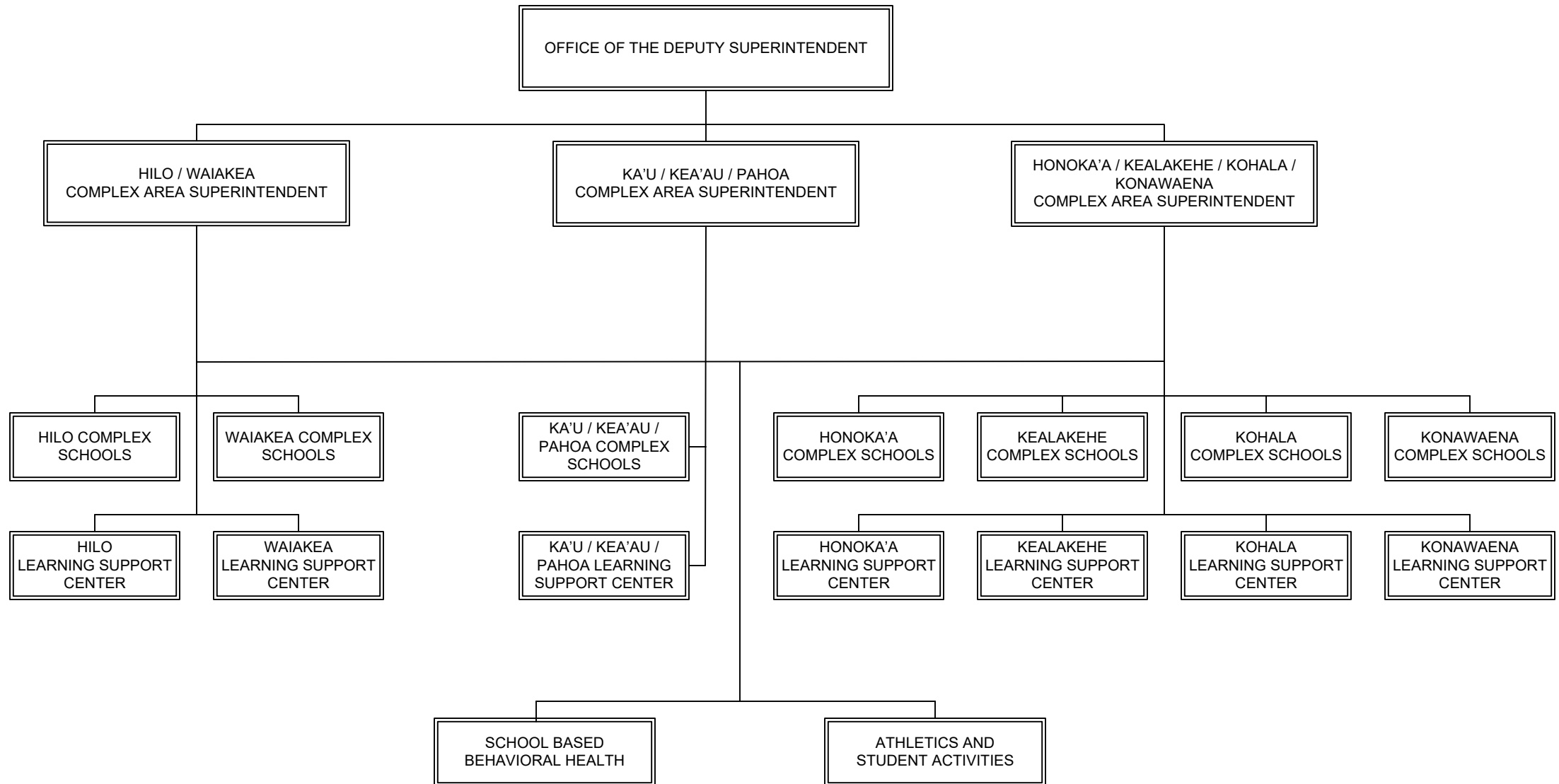
1/ Temporary position, Federal funds
 2/ Temporary position, General funds

STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 OFFICE OF THE DEPUTY SUPERINTENDENT
 WINDWARD DISTRICT
 ORGANIZATION CHART

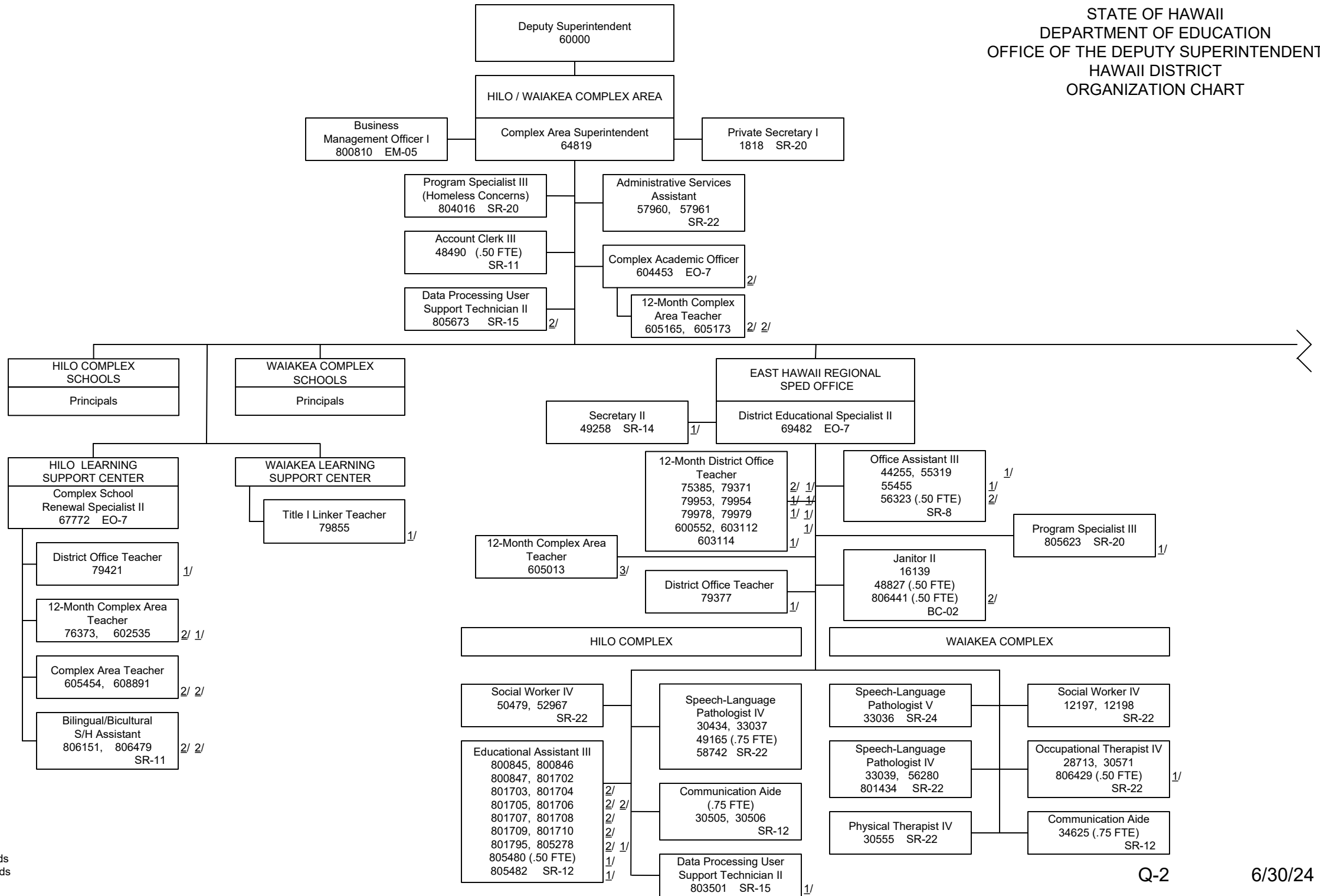


1/ Temporary position, Federal funds
 2/ Temporary position, General funds

STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 OFFICE OF THE DEPUTY SUPERINTENDENT
 HAWAII DISTRICT
 ORGANIZATION CHART



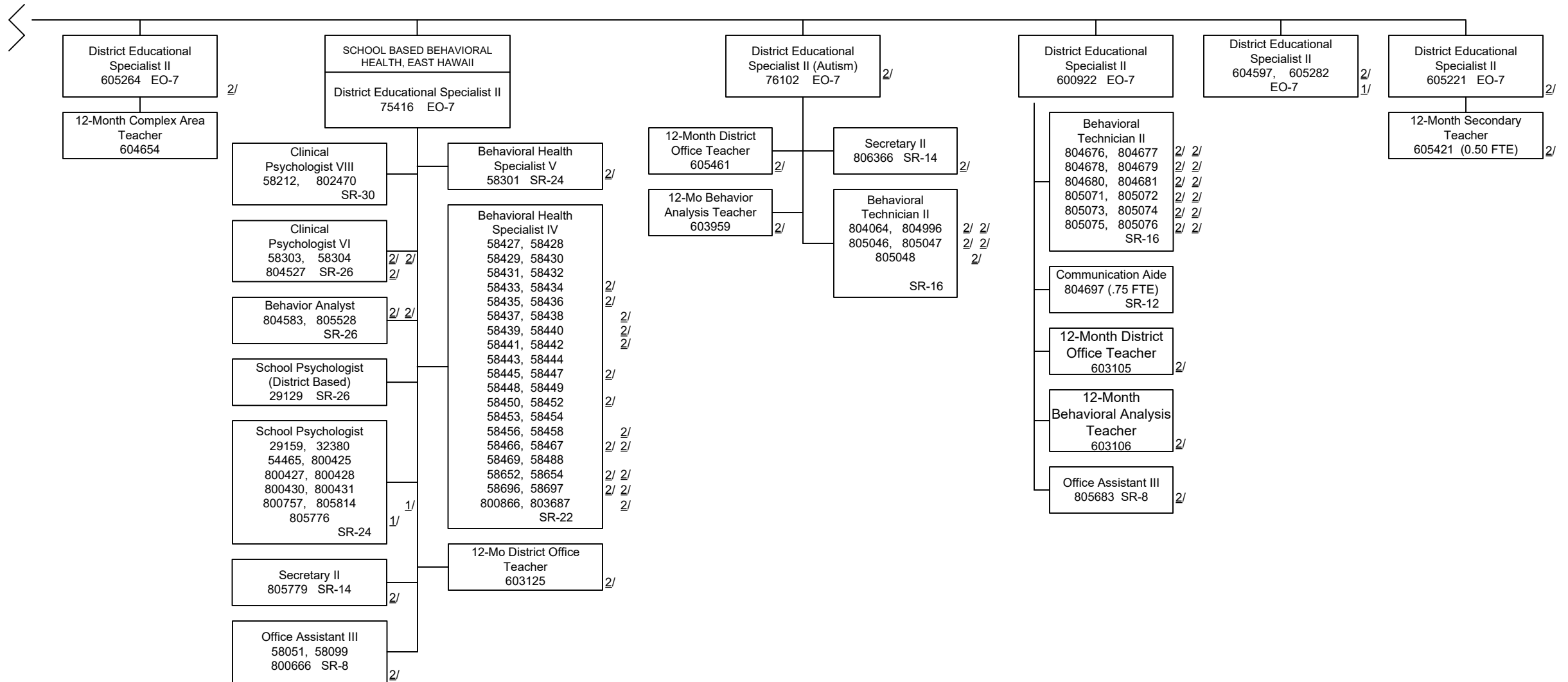
STATE OF HAWAII
DEPARTMENT OF EDUCATION
OFFICE OF THE DEPUTY SUPERINTENDENT
HAWAII DISTRICT
ORGANIZATION CHART



1/ Temporary position, Federal funds
2/ Temporary position, General funds

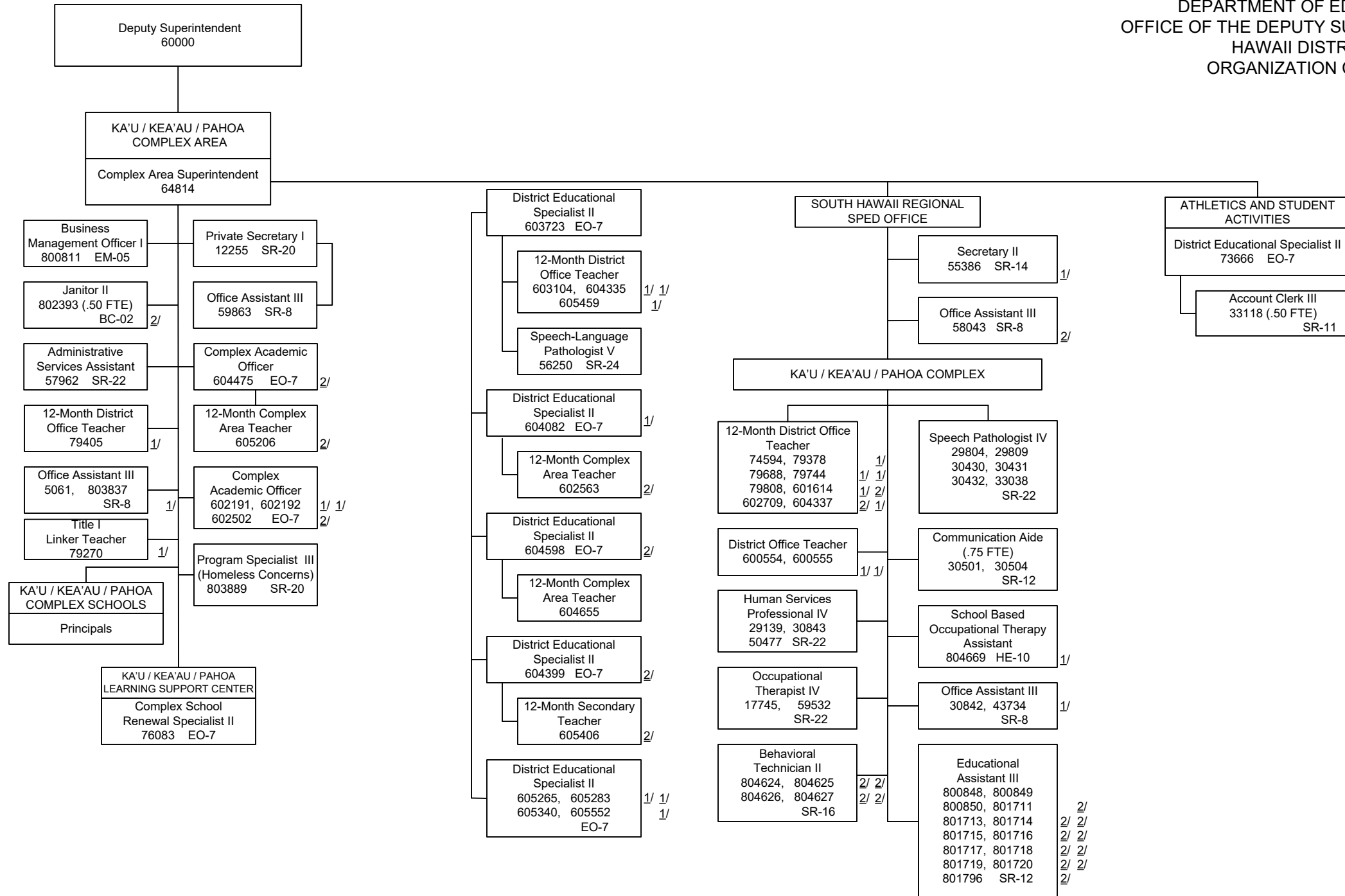
STATE OF HAWAII
DEPARTMENT OF EDUCATION
OFFICE OF THE DEPUTY SUPERINTENDENT
HAWAII DISTRICT
ORGANIZATION CHART

HILO / WAIAKEA COMPLEX AREA



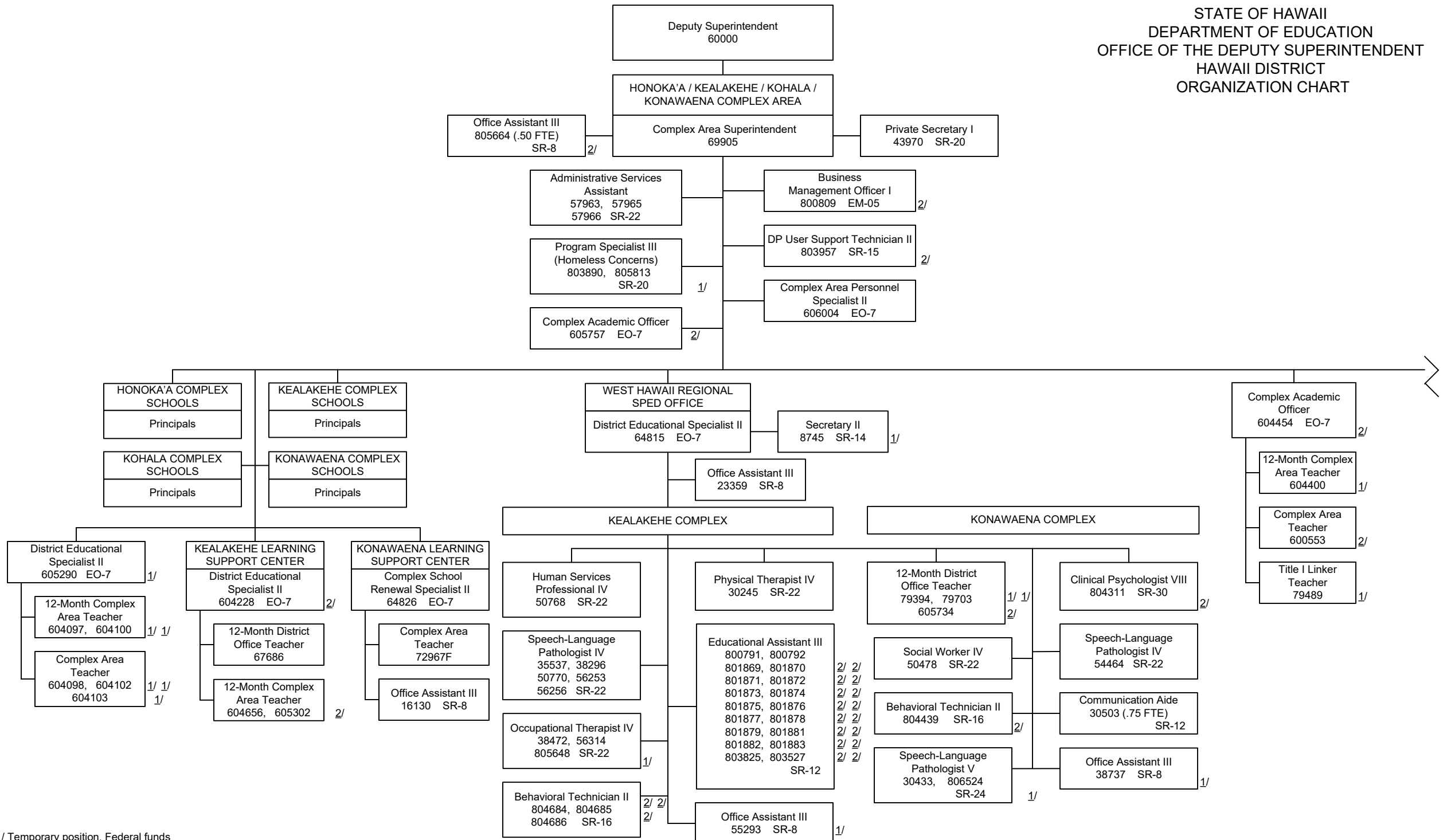
1/ Temporary position, Federal funds
2/ Temporary position, General funds

STATE OF HAWAII
DEPARTMENT OF EDUCATION
OFFICE OF THE DEPUTY SUPERINTENDENT
HAWAII DISTRICT
ORGANIZATION CHART



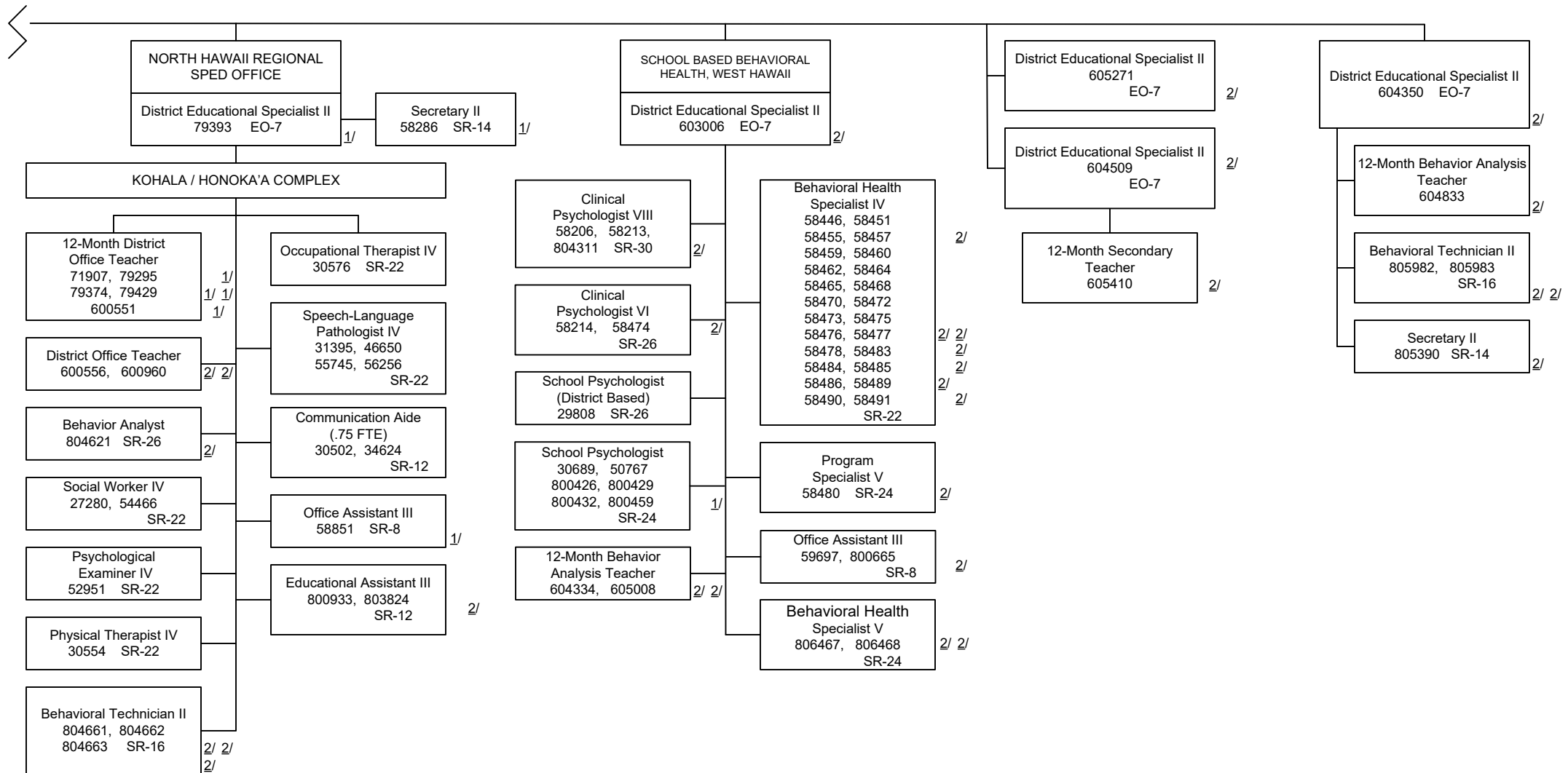
1/ Temporary position, Federal funds
2/ Temporary position, General funds

STATE OF HAWAII
DEPARTMENT OF EDUCATION
OFFICE OF THE DEPUTY SUPERINTENDENT
HAWAII DISTRICT
ORGANIZATION CHART



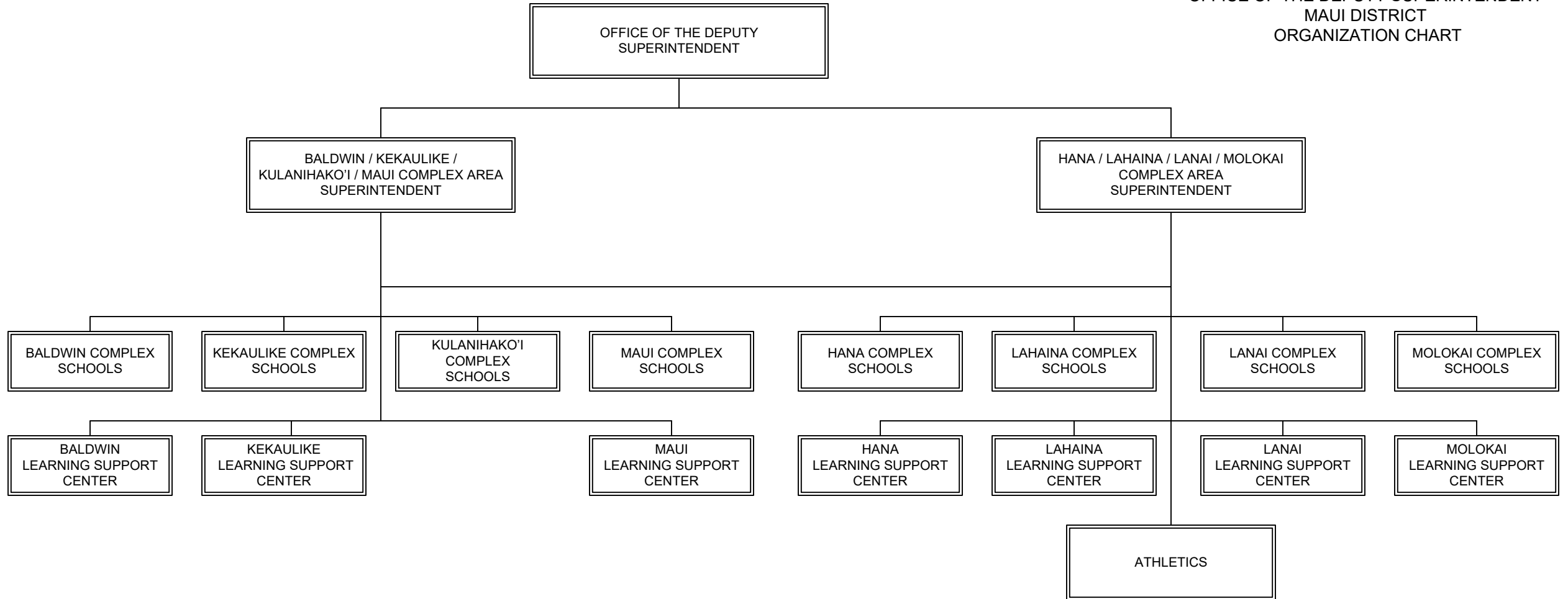
1/ Temporary position, Federal funds
2/ Temporary position, General funds

STATE OF HAWAII
DEPARTMENT OF EDUCATION
OFFICE OF THE DEPUTY SUPERINTENDENT
HAWAII DISTRICT
ORGANIZATION CHART

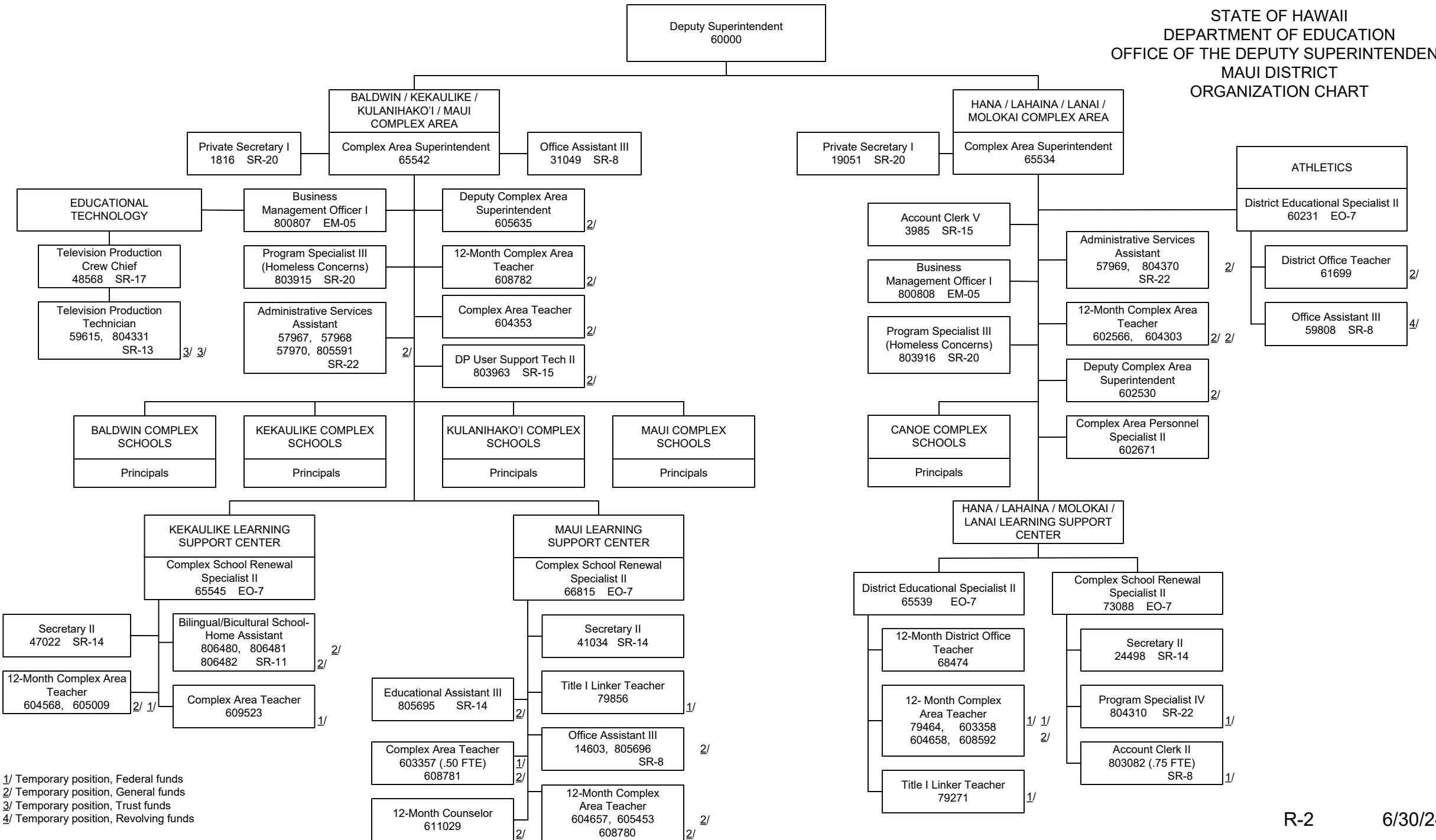


1/ Temporary position, Federal funds
2/ Temporary position, General funds

STATE OF HAWAII
DEPARTMENT OF EDUCATION
OFFICE OF THE DEPUTY SUPERINTENDENT
MAUI DISTRICT
ORGANIZATION CHART

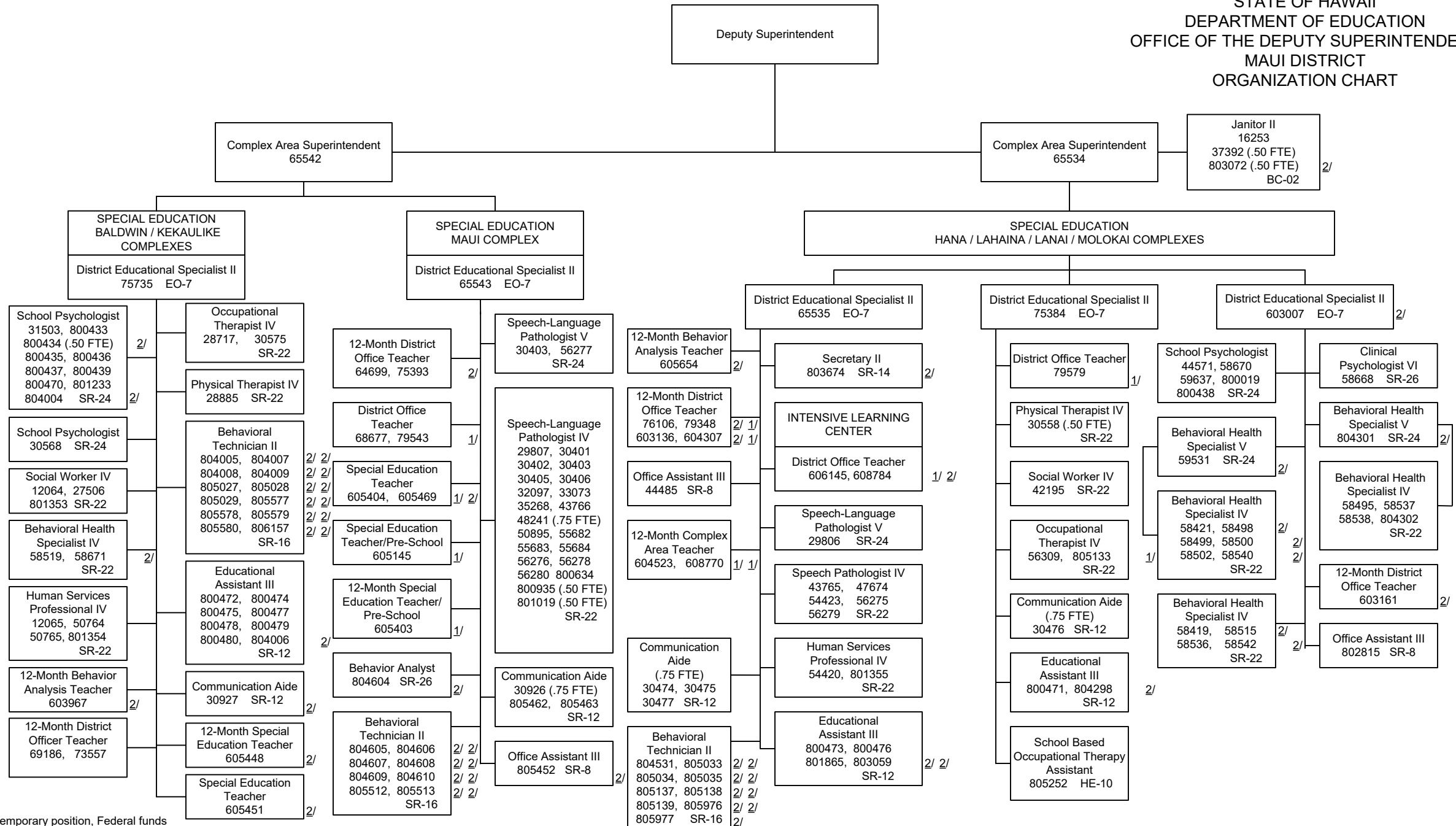


STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 OFFICE OF THE DEPUTY SUPERINTENDENT
 MAUI DISTRICT
 ORGANIZATION CHART



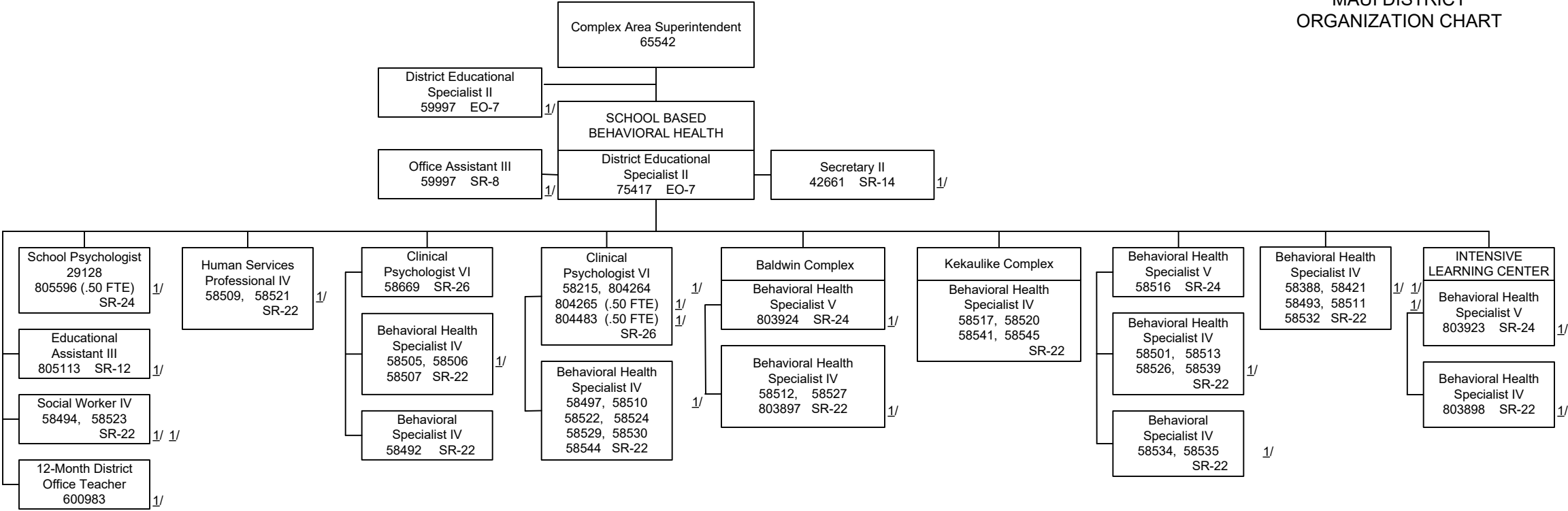
1/ Temporary position, Federal funds
 2/ Temporary position, General funds
 3/ Temporary position, Trust funds
 4/ Temporary position, Revolving funds

STATE OF HAWAII
DEPARTMENT OF EDUCATION
OFFICE OF THE DEPUTY SUPERINTENDENT
MAUI DISTRICT
ORGANIZATION CHART



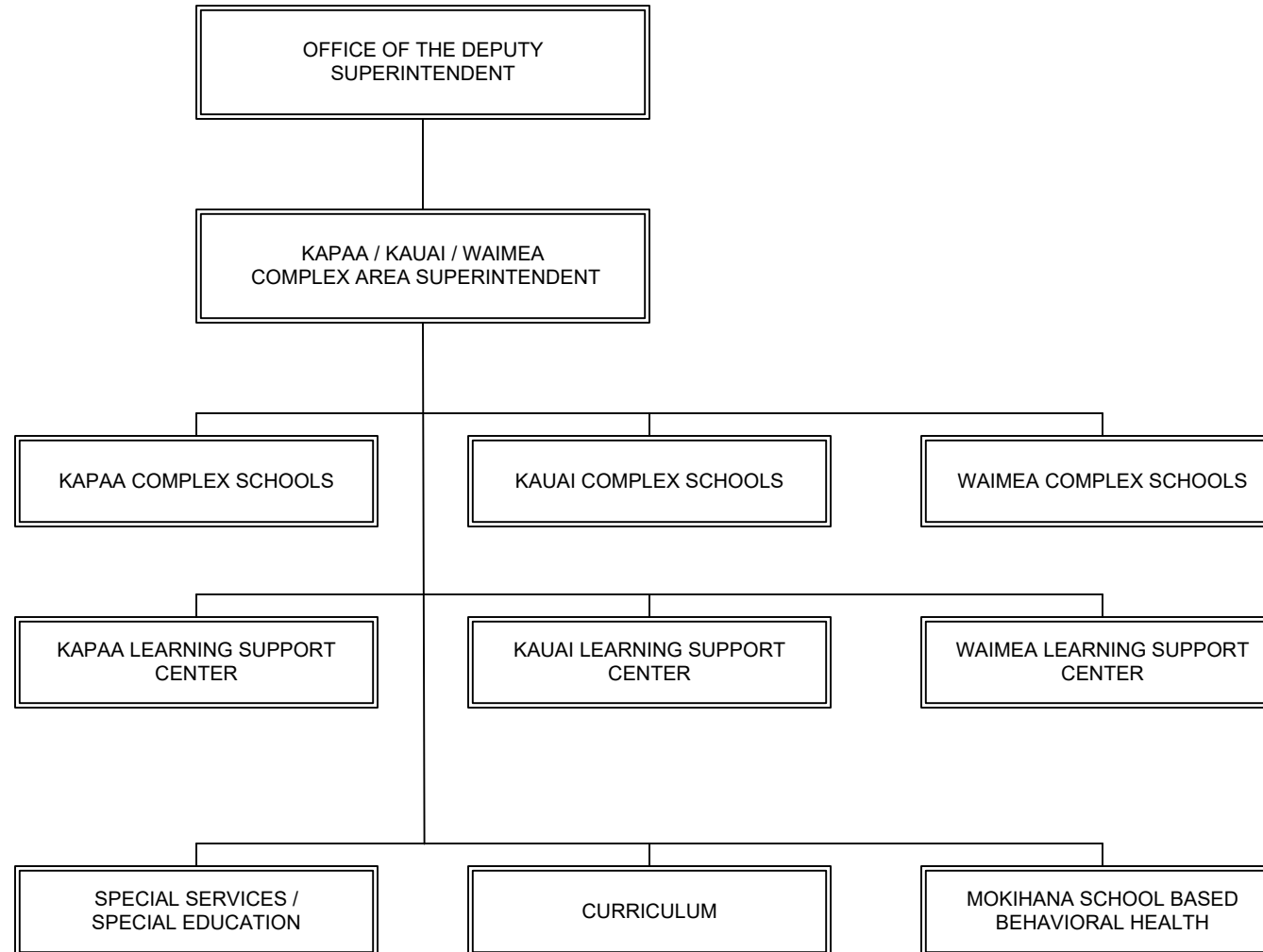
1/ Temporary position, Federal funds
2/ Temporary position, General funds

STATE OF HAWAII
DEPARTMENT OF EDUCATION
OFFICE OF THE DEPUTY SUPERINTENDENT
MAUI DISTRICT
ORGANIZATION CHART

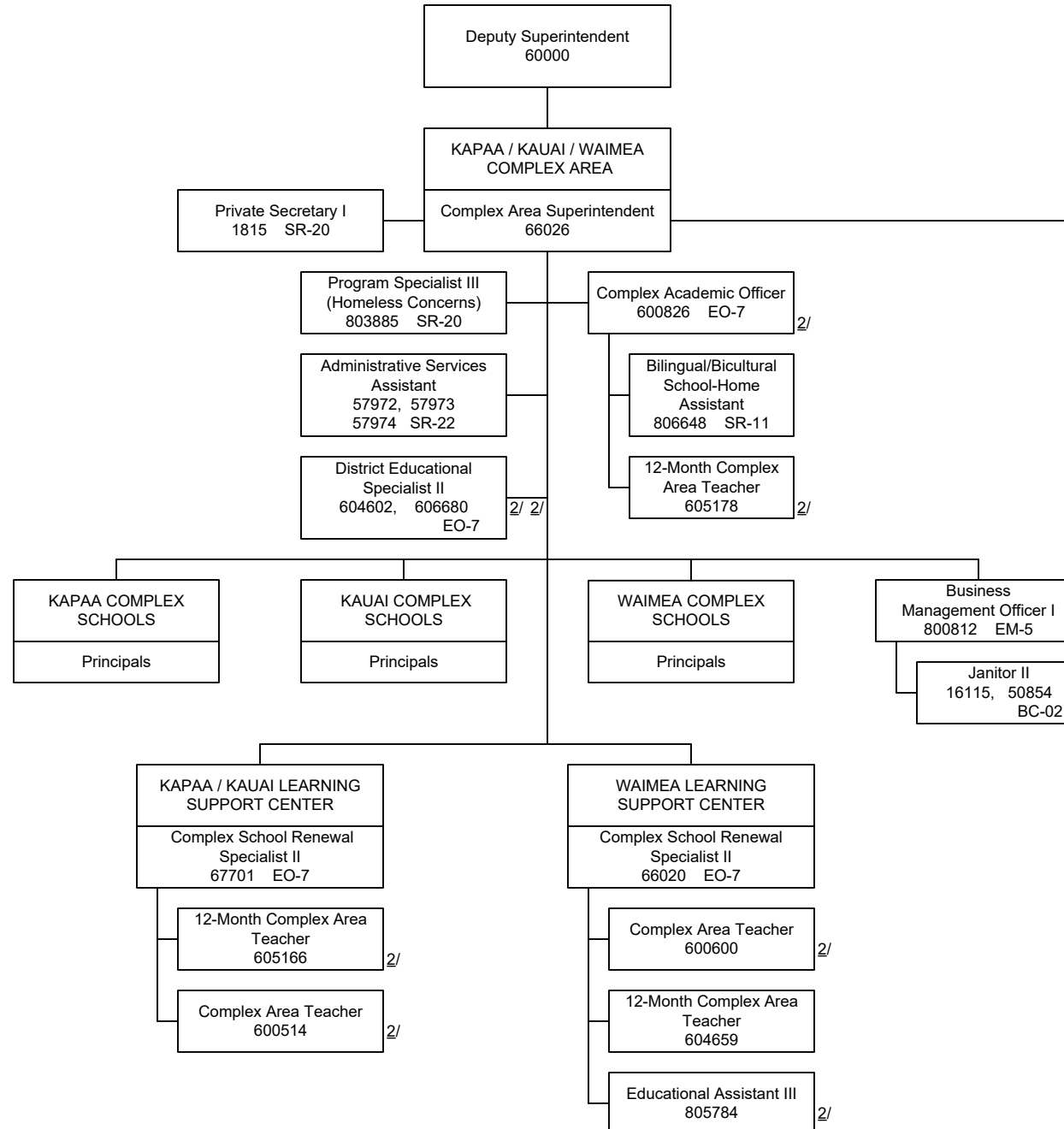


1/ Temporary position, General funds

STATE OF HAWAII
OFFICE OF THE DEPUTY SUPERINTENDENT
DEPARTMENT OF EDUCATION
KAUAI DISTRICT
ORGANIZATION CHART



STATE OF HAWAII
 DEPARTMENT OF EDUCATION
 OFFICE OF THE DEPUTY SUPERINTENDENT
 KAUAI DISTRICT
 ORGANIZATION CHART



1/ Temporary position, Federal funds
 2/ Temporary position, General funds

DEPARTMENT OF EDUCATION

FUNCTIONAL STATEMENT

The Department of Education (DOE) is a department in the executive branch of the state government. The department manages the statewide systems of public schools and public libraries. The legislative appropriations of state general funds and special funds, and federal funds and grants received to support public school and public library programs, are administered by the DOE on a statewide basis and subject to executive branch expenditure restrictions.

As provided by law, the DOE is subject to executive branch policies and controls relating to state education functional planning, financial administration, administrative rulemaking, collective bargaining negotiations, and acquisition and disposition of school land.

The DOE is also dependent on other executive branch agencies which function as state central service agencies for certain systems support services, such as legal services (Department of the Attorney General), and mainframe computers (Department of Accounting and General Services).

The head of the DOE is the Board of Education (BOE). The BOE is a policy-making board consisting of 9 members appointed by the Governor with the advice and consent of the Senate, and a public high school student who is selected by the Hawaii State Student Council and serves as a non-voting member, and a military representative who is appointed by the senior military commander in Hawaii and serves as a non-voting member.

Public School System

The DOE is the only statewide public school district in the country. It is organized as a tri-level system (state offices, complex areas, schools) led by the Superintendent of Education.

Seven state offices centralize the functions, resources, and technical assistance needed to support and maintain all schools across the system. This ensures equitable access to education services, utilizes economies of scale in the purchasing and distribution of resources, and provides oversight to ensure compliance with laws, policies, and regulations. The state offices are responsible for the functions that provide the infrastructure and resources to support the entire organization. They are also responsible for developing and communicating the standards, guidelines, and practices that direct the work of the system.

Schools within the Department are organized under 15 regional administrative units called Complex Areas, each supervised by a complex area superintendent who reports directly to the Deputy Superintendent. The complex area offices act as liaisons between state offices and schools, providing direct local support to address the specific needs of the schools within their respective areas or seek additional support from the state offices. The complex area consists of at least two school complexes, each school complex consisting of a high school and its feeder middle and elementary school.

Public schools are the primary units of the organization responsible for implementing educational services that comply with Department standards and guidelines. Schools are responsible for providing safe learning environments, delivering appropriate curricula and instructional programs, and ensuring student growth and learning for their unique communities. There are 258 Department schools and 37 public charter schools.

The scope of educational programs and services of the public schools regularly encompasses grades kindergarten through 12 (K-12), and such pre-school programs and community/adult education programs as may be established by law. In addition to regular programs of instruction and support services, public schools offer special programs and services for qualified students with disability, gifted and talented students, students with limited English language proficiency,

and students who are economically and culturally disadvantaged, school-alienated, or instructionally confined.

Other public education service programs administered by the public school system include regulation of private trade, vocational, and technical schools; public summer schools; Western Association for Schools and Colleges (WASC) accreditation program for public secondary and adult education schools, and private secondary schools in Hawaii; the A+ Program for after-school care of "latchkey" children; and various programs and services funded by the federal government, trusts, and private agencies that may benefit eligible persons in the general public as well as public school students.

Public Library System

The public library system is administered by the State Librarian. The public library system operated the Hawaii State Library, the Library for the Blind and Physically Handicapped, public libraries, community public and school libraries, and bookmobile services.

Special library services, including interlibrary loans, federal documents depository and inter-agency (municipal, state, and federal) exchange, are provided by the Hawaii State Library. The Library for the Blind and Physically Handicapped provides transcribing services to the blind; produces, maintains, and makes available specialized collections and services to the blind and physically handicapped; and assists state-supported residential, medical, educational, and correctional institutions in their library development and operations. Materials selection, ordering, cataloging, preparation, and binder services for all libraries are centrally administered.

Agencies Attached to the Department of Education

The following agencies are attached to the Department of Education for administrative purposes only:

- Hawaii Teacher Standards Board (as established by Section 302A-801 to 803, Hawaii Revised Statutes): Establishes standards for the issuance of public school teacher licenses and credentials; adopts policies and standards, including fees, for teacher licensing and credentialing; and adopts rules pursuant to Chapter 91, HRS.
- Executive Office on Early Learning (as established by Section 302L-7, Hawaii Revised Statutes): Statutorily established to develop the early learning system in Hawaii, including adopting high-quality policies and standards that incorporate research-based, developmentally-appropriate practices associated with better educational outcomes for children. This includes administering the State's public prekindergarten program, according to rules adopted by the office pursuant to Chapter 91, HRS."
- School Facilities Authority (as established by Section 302A-1702, Hawaii Revised Statutes): Statutorily established to be responsible for all public school development, planning, and construction related to capital improvement projects assigned by the legislature, governor, or board of education.

DEPARTMENT OF EDUCATION

BOARD OF EDUCATION

FUNCTIONAL STATEMENT

The Board of Education (Board) heads the Department of Education, as provided by Section 26-12, Hawaii Revised Statutes (HRS).

The Board in accordance with applicable laws and its By-Laws, formulates statewide educational policy, adopts student performance standards and assessment models, monitors school success, and appoints the Superintendent of Education as the chief executive officer of the public school system, as provided by law (Article X, Section 3 of the Constitution of the State of Hawaii, and Section 302A-1101, HRS).

The Board formulates policy and appoints the State Librarian as the chief executive officer of the public library system, as provided by law (Section 312-2, HRS).

The Board, through the State Librarian, has direct control of the public library system, excluding school libraries (Section 302A-1120, HRS).

The Board appoints the members of the State Public Charter School Commission, which serves as the statewide charter authorizer for charter schools, with the power and duty to issue charters, oversee and monitor charter schools, hold charter schools accountable for their performance, and revoke charters (Section 302A-1101(d), HRS).

DEPARTMENT OF EDUCATION
OFFICE OF THE SUPERINTENDENT
FUNCTIONAL STATEMENT

OFFICE OF THE SUPERINTENDENT OF EDUCATION

The Superintendent of Education is responsible for efficiently and effectively administering the public school system in accordance with law and educational policies adopted by the Board of Education.

- Executes Board policies.
- Recommends to the Board the public school system's program goals, objectives and plans, performance standards, capital improvement plans, and budgets.
- Develops and establishes with the approval of the Board a comprehensive accountability and assessment program for the public school system.
- Presents concise reports periodically at board meetings covering, but not limited to, the following:
 - Public school system's goals, objectives, plans and progress toward them.
 - Major program developments.
 - Enrollment developments and projections.
 - Personnel developments.
 - Budget status, current fiscal year and plans for the next fiscal year.
 - Major accomplishments and problems.
 - Outlook for the future.
- Assists the Board chairperson and the respective Board of Education committee chairpersons in strengthening the roles of Board of Education committees.
- Provides administrative leadership in collective bargaining and maintenance of relationships with professional organizations and unions.
- Provides administrative support to the Board of Education, committees, advisory councils and commissions.
- Maintains liaison on behalf of the Board of Education with the State Legislature, governor, the various state departments and the people of the State of Hawaii on matters pertaining to the administration of the public school system.
- Presents for Board approval nominations and appointments of all Assistant and Complex Area Superintendents.
- Promotes partnerships between the public school system and various sectors of the community: business, trusts and foundations, and other government agencies.

The following offices report directly to the Superintendent of Education:

1. OFFICE OF STRATEGY, INNOVATION AND PERFORMANCE

The Office of Strategy, Innovation and Performance (OSIP) is charged with developing and monitoring the Department's strategic planning by coordinating policy development and analysis. OSIP ensures the Department establishes and maintains effective working relationships and partnerships with a variety of private agencies, parents, public and community partners that support schools. It coordinates school improvement efforts and provides support through administration of the Title I, Part A grant. OSIP also promotes a culture of data-driven decision making, through focus on data use, compliance and governance in the Department, alongside analysis and data reporting. Further, OSIP provides support and guidance on the administration of statewide assessments and federal and state accountability for schools.

OSIP is comprised of six branches: Assessment and Accountability, Data Governance and Analysis, Policy, Innovation, Planning and Evaluation, Communications, Community Engagement, and School Transformation branches.

ASSESSMENT AND ACCOUNTABILITY

This branch oversees the development and administration of student assessment, school evaluation and system evaluation components of the department's accountability system. The branch will provide support related to the departmental evaluation and student testing.

Assessment Section

- Administers the public school system's statewide summative student assessment program, which may include a variety of norm and criterion referenced tests using both traditional and performance-based measures.
- Administers the department's participation in and compliance with the National Assessment of Educational Progress, or known as NAEP.
- Identifies assessment instruments and practices that are used to measure system, school and individual student attainment of the Board's content and performance standards.
- Identifies assessment instruments and practices that are used to measure system, school and individual student attainment of the federal and state statutory requirements
- Provides student assessment data used in monitoring school quality and student achievement for the statewide assessment and accountability system.
- Provides assessment data for measuring compliance with the Board's policies and regulations and the ESEA.
- Serves as a clearinghouse of information on student assessment techniques and tools.
- Develops or collaborates with other public agencies in the development of innovative assessment techniques for possible statewide and school adoption and for use in the statewide assessment and accountability system.

- Serves as liaison to community groups, federal offices and state agencies and commissions involved with the development and dissemination of tests and information about tests.

Accountability Section

- Assists with the coordination of, and support for the statewide assessment and accountability system; develops and implements components related to school and system evaluation and conducts research and development work on educational indicators and analyses.
- Prepares annual school-by-school, local education agency and state education agency accountability reports to meet federal, state, and department requirements.
- Provides information regarding the performance of schools on educational indicators for improvement uses and accountability needs of the department, policy makers and the general public.

DATA GOVERNANCE and ANALYSIS BRANCH

The branch is responsible for data quality assurance and ensuring appropriate data management and stewardship to align data systems and policies, providing guidance and support for both internal and external reporting functionality, conducting applied research and data analysis and defining and visualizing data analysis for internal and external understanding.

POLICY, INNOVATION, PLANNING and EVALUATION BRANCH

The PIPE is responsible for performance management of the state's strategic plan outcomes and major initiatives. It serves as a catalyst within the organization that proactively plans reform initiatives and monitors their effectiveness on an ongoing basis.

The PIPE Branch also is responsible for discretionary grant management, policy analysis, standards of practice and recommendations to the Superintendent, Board and the State legislature regarding policies, laws and procedures. The branch is responsible for keeping abreast of national and international best practice and research in the education policy arena and ensuring that the department's practices and policies are aligned and enable progress.

COMMUNICATIONS BRANCH

The Communications Branch supports the public school system by shaping and executing communication strategies that are focused on promoting the Hawai'i State Department of Education's mission and strategic goals.

- Manages internal and external communications during emergency or crisis situations that threaten the safety of schools or the community, school/Department operations, and/or the reputation of the Department.
- Advises the HIDOE executive leadership and other personnel on public affairs implications of proposed actions or decisions.
- Facilitates media inquiries at all levels of the Department, including coordinating interviews, and researching and responding to inquiries on behalf of the Department in a timely manner.

- Manages media relations including earned media and pitches, coordinating press conferences, and generating news releases, video news releases, and media advisories on Departmental actions, plans, programs and activities deemed of interest and importance to the general public.
- Develops and/or reviews internal communications including employee announcements, memorandums, presentations, and copy for collateral such as flyers, brochures, reports, invitations, infographics and one-pagers.
- Develops and/or reviews talking points, speeches, scripts and presentations for the Department's executive leadership team.
- Designs, generates content for, and distributes engaging and informative newsletters for the Department's internal and external audiences.
- Generates informative and engaging content for regular posting on the Department's social media channels, manages and increases social media followers and engagement, and tracks analytics and trends.
- Provides graphic design/layout services for collateral such as flyers, social media posts, reports, one-pagers, infographics, slide decks, event programs, signage, logos, e-blasts, and web pages in alignment with Department branding and standards.
- Takes photos of Department events and initiatives for use on social media and the website, in newsletters and for bright spot stories, news releases, marketing materials, presentations and other collateral.
- Manages appropriate use of the Department's official logo/seal in accordance with the Department's terms of use.
- Generates bright spot stories for publishing on the Department's website.
- Maintains the Department's mass-emailing platform and generates and distributes emails via the system as appropriate.
- Manages and updates content on the Department's public-facing website.
- Shoots, edits and produces branded video content for use in marketing campaigns, on social media, in newsletters and for announcements, events and trainings.
- Produces and/or procures appropriate educational content to maintain 24/7 coverage for TEACH 356, the state's education cable channel.
- Assists with event planning and production of HIDOE-sponsored events and conferences.
- Hosts and coordinates communication-related training for HIDOE leadership and personnel as appropriate.

COMMUNITY ENGAGEMENT BRANCH

The Community Engagement Branch ensures that the Department establishes and maintains effective working relationships and partnerships with a variety of private agencies, parents, public, and community that support the public school system.

- Develops and implements strategies to facilitate interaction between the DOE and the military community involving the Joint Venture Education Forum and other identified community groups.

- Coordinates promotion partners-in-education programs with various sectors of the community: business, trusts and foundations, and other government agencies.
- Supports the establishment of locally based community bodies with extensive family participation to advise the department on the delivery of Special Education and related services.
- Acts as liaison to other federal and state agencies on system-wide planning and analytical activities pertaining to the public school system.

SCHOOL TRANSFORMATION BRANCH

The School Transformation Branch is responsible for building capacity and providing supplementary support to complex areas and schools in their school improvement efforts. The Branch's efforts are concentrated on schools identified for support and improvement through the state's federally-approved school accountability and improvement system.

The School Transformation Branch will coordinate school improvement efforts in line with the Hawaii Department of Education Strategic Plan and Hawaii Consolidated State Plan for the Elementary and Secondary Education Act (ESEA). This includes support for conducting comprehensive needs assessments to evaluate school needs, developing and implementing comprehensive improvement plans, obtaining supplementary resources based on need, and coordinating professional development and professional learning communities of complex area and school staff. The School Transformation Branch will also monitor schools and complex areas for compliance and performance as well as coordinate school improvement efforts with the Hawaii State Public Charter School Commission

The School Transformation Branch administers authorized under the ESEA as well as coordinates the implementation of the ACS-WASC school accreditation process.

2. OFFICE OF CURRICULUM AND INSTRUCTIONAL DESIGN

The Office of Curriculum and Instructional Design (OCID) focuses on providing leadership for academic excellence from pre-Kindergarten through grade 12 by supporting the needs and transformative practices of complex areas and schools. This includes: access to high-quality standards; viable quality curriculum; effective instructional/academic practices; assessment for learning; data to inform teaching and monitor student progress; and innovative and engaging learning experiences both during school and through extended learning opportunities.

OCID oversees the academic content areas, including but not limited to English Language Arts, mathematics, science, social studies, health, physical education, fine arts, world languages, career technical education and computer science. In addition, the office oversees various school programs, technology integration to enhance learning and productivity, state and federal compliance requirements, related legislative and Hawaii State Board of Education duties, state strategic plan goals and collaboration with internal and external partnerships. In support of the tri-level system, OCID provides systemic statewide professional development to build capacity at the complex areas and schools.

OCID strives to “live” Nā Hopena A’o (HĀ) through all of the work, and embrace the guiding principles of: equity and excellence; connections to culture and place; focus on the whole child; and college, career and community readiness. The goal is for all students to experience rigorous, relevant, high-quality learning that results in equitable outcomes for all learners.

Under the direction of the Assistant Superintendent, the responsibilities of the office are performed by the Virtual Learning Branch, Extended Learning Branch, and Curriculum Innovation Branch.

VIRTUAL LEARNING BRANCH

The Virtual Learning Branch focuses on supporting schools and complexes by offering virtual solutions to educational challenges. The Virtual Learning Branch does this by developing Hawai’i-centric educational instructional resources for schools and teachers to utilize in both face-to-face and virtual environments; thus, expanding course choices for students.

The Virtual Learning Branch also encompasses the State Distance Learning Program (SDLP). SDLP is a fully virtual K-12 program that partners with home-base schools to offer a distance learning option for students across the state.

The Virtual Learning Branch works in collaboration with other OCID branches and state offices to facilitate both program and infrastructure needs.

EXTENDED LEARNING BRANCH

The Extended Learning Branch (ELB) supports schools and complex areas to strengthen their portfolios by providing high-quality experiences and opportunities through an array of extended and extracurricular learning programs for students and educators. ELB also provides related fiscal, legislative and policy coordination for OCID. The Extended Learning Branch is comprised of two sections: Digital Design Team and Extracurricular Team.

Digital Design Team

The Digital Design Team (DDT) provides guidance on the implementation and integration of media, information, and technology literacy tools that support student engagement and achievement. DDT provides leadership in extended learning programs, digital resources, and consultative services that model the use of technology integration for students, educators, and administrators and facilitate job-embedded, collaborative, and technology-infused opportunities for the continuous improvement of state offices, complex areas, and schools.

Extracurricular Team

The Extracurricular Team provides focused leadership in supplementing school offerings and curriculum by providing additional opportunities for students to develop skills, character, and leadership. These programs include, but are not limited to, Summer Learning, Athletics, Athletic Health Care, Driver and Traffic Safety Education, and Student Leadership and Activities.

CURRICULUM INNOVATION BRANCH

The Curriculum Innovation Branch (CIB) engages in research and innovative practices to improve curriculum and instructional methods. This includes piloting new programs and incorporating best practices from other regions or countries and scaling successful practices from within the Department.

The CIB focuses on developing, reviewing, and updating content and performance standards and providing guidance for curriculum, instructional materials and relevant resources. The branch works to ensure that curricula are inclusive and equitable, providing all students with access to high-quality education regardless of their background or circumstances. To support educators, the CIB offers training and professional development on effective instruction to impact student learning. The branch also works on creating policies and guidance related to curriculum and instruction, collaborating with the Hawaii State Board of Education and other educational stakeholders.

The CIB is comprised of three teams: Learning Support Team, Standards Support Team, and Career Readiness Team.

Learning Support Team

The Learning Support Team (LST) focuses on enhancing professional practice with research-based standards-aligned instructional strategies through content expertise and professional development for early childhood, English Language Arts, and mathematics. Working as a tri-level partner, LST strives to work with complex areas and schools using data-focused opportunities to build capacity and expertise in the content areas. Resources to support high-quality teaching and learning include the Learning Design Resource, a website that shares current research, curriculum, and applied learning strategies.

Additionally, LST monitors the online Professional Development Course System for credit, which allows increased access to relevant professional learning opportunities for all teachers in the state that helps to increase their effectiveness and offers compensation with salary advancement through training.

As shifts in the classroom include the Strategic Plan's priorities of providing high-quality learning for all and supporting a high-quality educator workforce in all schools, LST

strives to support the efforts with relevant and current pedagogy in the core content areas, and professional learning.

Standards Support Team

The Standards Support Team (SST) provides leadership, guidance, and support to schools and complex areas across multiple disciplines. Content areas in SST include fine arts, health education, physical education, science, social studies, standards-based practices, and world languages. SST delivers support resources for standards-based curriculum, instruction, and assessments to address all learners; creates, delivers, and connects the field to opportunities for standards-aligned professional learning; and highlights, creates, and leverages structures to support communication and collaboration among the tri-level system. SST promotes a well-rounded education and whole-child development through various models of standards-based teaching and learning.

Career Readiness Team

The Career Readiness Team (CRT) focuses on supporting college and career readiness through the state-level administration and support in Advanced Placement, Adult Education, Career Technical Education, Early College, GEAR UP, Gifted & Talented, Learning Centers, JROTC, and Graduation Requirements.

Partnerships are cultivated with business, industry, and community to expand curriculum capacity to support the school design. To better respond and prepare students for college, careers and the workforce, opportunities for internships and externships in business and industry sectors extend authentic learning opportunities for students and staff. Curricular relevance and innovation are accomplished through applied learning, design thinking, project-based designs, early college/early exposure models, and service-learning embedded into the learning experience for all students.

3. OFFICE OF STUDENT SUPPORT SERVICES

The Office of Student Support Services (OSSS) primary responsibilities are to ensure each branch provides evidence-based frameworks for effectively integrating multiple systems and services to address students' academic achievement, behavioral and social-emotional, and physical well-being. Services from OSSS ensure that every student receives culturally responsive and equitable academic, behavioral, and other health-developmentally appropriate support and interventions. This office provides special education services, special needs services, student support services, student health services, and alternative learning programs.

Under the direction of the Assistant Superintendent, the responsibilities of the office are performed by the Alternative Programs Branch, Student Services Branch, and Exceptional Support Branch.

ALTERNATIVE PROGRAMS BRANCH

The Alternative Programs Branch provides statewide support to schools, complexes/complex areas/districts to develop, maintain and enhance programs offering opportunities of alternative paths to success for at-risk students. This branch includes the Alternative Learning Section.

Alternative Learning Section

The Alternative Learning Section provides guidance and support to schools and complex areas to develop alternative and innovative opportunities to re-engage and engage at-promise students.

STUDENT SERVICES BRANCH

The Student Services Branch (SSB) focuses on providing statewide responsive leadership, guidance, and frameworks for the implementation of state and federal initiatives and programs, researched-based professional development, technical assistance, and evidence-based resources to address the physical health, behavioral, mental, and social-emotional needs of all students. Under the office of SSB guidance is provided to support the financial responsibility of all federally mandated grants, awarded grants, and overall budget needs.

This branch consists of five sections: Student Support Section, Project HI AWARE 2, English Learner and Migrant Education Section, School Health Section, and Medicaid Reimbursement Section.

Student Support Section

The Student Support Section provides leadership and support to schools in implementing a Comprehensive Student Support System, focus on preventive and developmentally appropriate supports and services, including interventions and strategies to address behavioral and academic student needs.

Project HI AWARE 2 Section (5 year federal grant)

Project HI AWARE 2 Section provides the leadership for the various responsibilities within the Project Hawaii (HI) Advancing Wellness and Resiliency in Education (AWARE 2) Substance Abuse and Mental Health Services Administration (SAMHSA) grant including both state and federal guidelines and fiscal responsibilities. The Project HI AWARE 2 section gives guidance and technical assistance to the tri-level system through implementation guidance, budget management, consistent communication, support, and supervision. The focus is on expanding evidence-based intervention practices and strengthening school-family-community partnerships in the coordination and implementation of mental health student support needs.

English Learner and Migrant Education Section

The English Learner and Migrant Education Section provides support and guidance to complex areas and schools to ensure equitable access for educational resources, opportunities, and to navigate federal guidelines to meet the needs of English Learner and Migrant students.

School Health Section

The School Health Section provides coordination and technical oversight to support the physical well-being of all students to facilitate improved academic achievement. It coordinates school health services and partners with health-related public and private agencies.

Medicaid Reimbursement Section

The Medicaid Reimbursement Section provides coordination and technical oversight to support the maximization of reimbursements received by the Department from the

federal government. It coordinates school-based personnel on the Medicaid direct service claiming and the Medicaid Administrative Claiming program statewide.

EXCEPTIONAL SUPPORT BRANCH

The Exceptional Support Branch supports schools and complex areas through the research and development of policies, procedures, guidelines, and tools to ensure that children/youth (ages 3-22) with disabilities have a free appropriate public education in the least restrictive environment.

This branch consists of two sections: Special Needs Section and Special Education Section.

Special Needs Section

The Special Needs Section provides leadership, professional development, and technical assistance to schools and complexes in planning and implementing programs for low incidence populations for students with disabilities. This section also provides direct services to students through hearing impaired/visually impaired evaluations statewide and to students in the Pookela Special Day Program Center and program oversight for students with autism.

Special Education Section

The Special Education Section ensures that the rights of children/youth with disabilities and their parents are protected through the implementation of federal and state laws for students with disabilities. It provides technical assistance and training to schools and complex areas on the implementation of the Individuals with Disabilities Education Improvement Act (IDEA) and Section 504 Rehabilitation Act of 1973 (Section 504) and the corresponding administrative rules.

4. OFFICE OF FACILITIES AND OPERATIONS

The Office of Facilities and Operations (OFO) exercises technical staff oversight of construction and maintenance of facilities, food services, transportation support, and safety and security for the public school system. The OFO develops and administers administrative rules and regulations, publishes operational guidelines and provides related in-service training, monitoring and technical assistance to schools to ensure that the support is being provided in accordance with laws, policies, and accepted principles of management. The OFO's technical oversight of the schools' support services is exercised in collaboration with the Complex Area Superintendent of the respective school complex areas.

The branches of the OFO directly provide schools district and state offices with the following centralized support services: managing the statewide programs for school food services and school bus transportation services; developing, managing, and maintaining a statewide school construction program; managing the central facilities inspection and repair/maintenance programs; providing schools with consulting services in landscaping, custodial and campus security attendant programs; developing and monitoring the Neighbor Island Service Level Agreements with the Department of Accounting and General Services (DAGS); coordinating teacher and custodial personnel housing; providing training on safety, security, civil defense, hazardous materials disposition, and traffic safety; maintaining a central mail distribution system; providing a central reprographic activity; and providing energy conservation staff services.

Environmental Unit

Plans, coordinates, organizes, directs, and controls a variety of engineering and environmental services to ensure compliance with applicable environmental laws, rules, and regulations, including but not limited to the Clean Air Act, the Clean Water Act, the Endangered Species Act, the National Environmental Policy Act, the Noise Control Act, the Safe Drinking Water Act, the Resource Conservation and Recovery Act, the Toxic Substances Control Act, the Asbestos Hazardous Emergency Response Act, the Archaeological Resources Protection Act on Federal lands, and the National Historic Preservation Act.

- Provide technical support and make recommendations for resolving environmental issues for the Department.
- Implement and maintain a program for disposing domestic and industrial wastewater for the Department.
- Implement and maintain a program for assuring the safety of drinking water for the Department.
- Implement and maintain a program for protecting and enhancing indoor air quality and minimizing public exposure to indoor air pollutants for the Department.
- Implement and maintain a program for protecting endangered plant and animal species for the Department.
- Implement and maintain a program for protecting or preserving historic and archaeological sites for the Department.
- Implement and maintain a program for controlling noise emissions for the Department.
- Implement and maintain a program for managing the presence of friable and non-friable asbestos containing materials at the Department's schools and other facilities.
- Oversee and provide guidance on the Department's integrated pest management program.

AUXILIARY SERVICES BRANCH

Provides staff services support to the Facilities Development and Facilities Maintenance branches, develops and monitors the Neighbor Island Service Level Agreements with the DAGS, monitors the school's responsibility in meeting facilities related Energy Conservation Requirements; and provides management analyses services, including methods and procedures studies, personnel staffing requirement reviews, organizational analyses, statistical analyses, development of appropriate reorganization proposals, and management advisory services. Coordinates the distribution of the DOE mail using an array of carriers and mailing and addressing options.

Project Control Section

- Provides various staff services to the Assistant Superintendent and to the OFO as a whole including general management assistance; operating budget preparation and execution; program control; financial management; obtaining project funding and providing current and final project costs; tracking of projects; and processing and preparing contracts.

- Performs Control Functions. Monitors the funds expended in providing planned services to assure funds are appropriately expended; identifies deviations from authorized and/or planned expenditures. Reviews payments to contractors for services provided in accordance with contracts. Develops financial reports at periodic intervals to report progress.
- Receives and evaluates operational data and develops program policies, procedures, standards and plans.
- Participates in the development of the capital improvements program (CIP) and repair and maintenance (R&M) budget request.

School Support Program

- For the Neighbor Islands, coordinates the development of major R&M projects, including the determination of statewide budgets and priorities and monitoring the projects among schools pursuant to the Service Level Agreement.
- Prepares the budget request for water, sewer, courier service, school service and maintenance contracts and gas for the schools, prepares monthly projections on the status of the funds and processes all bill payments centrally. Annually calculates the monthly sewer rates for Oahu schools and submits the proposal to the City & County of Honolulu for negotiation and approval.
- Coordinates the school furniture and equipment program with Facilities Maintenance Branch, schools, and districts. Compiles and maintains the specifications for the school furniture pricelist.
- Compiles data and prepares budgetary documents and monitors plans and budgets of the EDN 400 R&M program for conformity.
- Coordinates and develops data and assists in drafting legislative proposals and testimonies on matters affecting the Office of Facilities and Operations CIP and R&M programs.

Mailroom Unit

- Provides pick up and delivery mail service to all schools and DOE offices on Oahu and to the District Offices on the outer islands to include sorting and distributing incoming/outgoing mail using an array of mail options and equipment.

School Energy Conservation Program

- Administers the DOE energy use and conservation program through analysis of school utility consumption, recommending energy saving methods and energy conservation, preparing budget energy requests, providing consultation services, etc.

Hawaii 3Rs

- Coordinates the Hawaii 3Rs program for the Department of Education.
- Assists in the coordination of the Joint Venture Education Forum (JVEF) repair and maintenance projects with schools and the military.
- Coordinates the statewide playground equipment program.

Reprographic Section

- Provides planning, budgeting, designing, preparation, printing, and distribution services to all schools and State and District Offices in the DOE. Printed items include
- reports, announcements, memoranda, operational forms, curriculum guides, manuals, brochures, attendance forms, posters, and other educational materials.

Printing Unit

- Provides consultative services regarding printing production format, paper stock, methods of binding, production time and estimates total production costs of all printing jobs including black/white/color copying, specifications for commercial printing, funding, distribution, etc.

FACILITIES DEVELOPMENT BRANCH

Plans, coordinates, organizes, directs, implements and controls a variety of engineering and architectural services including land acquisition, planning, designing, project management, construction inspection, design & construction quality control, contracting, construction management, and equipping facilities and improvements for the Department of Education.

Formulates, plans, directs and implements the expenditure of Capital Improvement and Repair and Maintenance Funds and other operating funds released to the Department for projects.

Standards and Quality Assurance Unit

- Follows up on post-construction quality control issues (warranty requirements).
- Provides technical and staff support.
- Completes studies, assesses, and evaluates methods, standards and processes and formulates recommendations to improve policies, standards and procedures across all sections for the Branch.
- Coordinates with and assists the Attorney General in litigation involving Department projects.
- Develops/revises design and construction guidelines based on feedback from staff and in consultation with the various industry organizations. Disseminates information and arranges for staff training where necessary.
- Assists in the development, approval, and revision of the Educational Specifications.

The Planning Section (PS) is responsible for statewide programs to provide public school facilities and offices responsive to a mobile population and evolving educational requirements through the Department's Capital Improvements (CIP) and Deferred Maintenance (DMP) Programs. Functions that support these endeavors include, but are not limited to:

- Land acquisition and management.
- Develop and implement a sustainable methodology to prioritize the Department's facility requirements.
- Develop and recommend the strategic master planning and implements the execution of the Department's CIP and DMP budget requests.

- Review office space requirements and conducts other capacity-related assessments as needed.
- Develop and manage a realistic budget the facility requirements for the Department.

The PS is organized into the Building Inspection Planning Unit, Planning Unit I and Planning Unit II.

Building Inspection Planning Unit

- Provides technical support to identify, budget, plan and evaluate major repair projects and make recommendations on the condition of Department facilities.
- Provide staff assistance in project tracking activities to prioritize, schedule, budget and monitor construction and subsequent warranty period for major DMP projects.

Planning Unit I

- Conduct and maintain annual assessment data on the use of classrooms, needs and functional adequacy assessment for public school facilities. These assessments should include, but are not limited to:
 - School enrollment & capacity
 - School facility utilization
 - Permanent and temporary classroom capacity
 - Classroom recapturable capacity
- Provide oversight of Hawaii Administrative Rules, Chapter 8-39, Use of School Buildings, Facilities and Grounds.
- Coordinate and manage complex development plans with schools complexes, and districts.
- Prepare school capacity assessments for the six-year planning period.
- Prepare draft budgets, executive budget requests, legislative submittals/testimonies, expenditure plans, coordinate with school complexes and district, and finalize the Department's CIP budget for Board of Education approval.

Planning Unit II

- Prepare cost estimates and schedules for land, plans, design, construction and equipment for proposed projects. This includes analysis and ranking of alternatives by cost effectiveness, risk, and other factors for meeting program space needs and schedules.
- Prepare site selection studies and assists in making presentations to interested groups. Coordinate the actual acquisition of the site, including securing subdivision or consolidation approvals, state land use boundary change and/or county general plan and zoning changes.
- Prepare and manage complex development reports when a number of buildings are to be built on a site and project development reports (as required) for the individual buildings.

- Process project initiations, prepare environmental assessments, provide scope of work, prepare engineering estimates of the project cost and schedule, and as applicable. Prepare and file environmental notices for each project as necessary.
- Coordinate the development of future school sites and existing school properties.
- Process requests for review of environmental impact statements and environmental assessments for change of State zoning and county zoning and county zoning classifications, subdivision requests, and other county and State requests related to housing developments.
- Document and coordinate Department's responses to developer queries related to future school sites, including fair share contributions, State Land Use Commission submittals, and county zoning applications.
- Research, analyze, and prepare responses or possible solutions to requests for easements, revocable permits, long-term leases, executive orders, return of surplus lands, exchange or purchase of land for schools, encroachments or other problems related to school sites or department office locations.
- Research, coordinate, and complete Right of Entry, Memorandum of Understanding/Agreement and Use of Facility documents.

Project Management Section

Provides consultant design services for new facilities and alterations or repairs of existing facilities. The Project Management Section is organized into three units which perform project management services by geographic area assignments.

Construction Management Section

Provides project administration and construction management services for the construction of facilities and acquisition of furniture and equipment for such improvements.

FACILITIES MAINTENANCE BRANCH

Plans, coordinates, organizes, directs and controls a variety of services, which include maintaining and repairing public school buildings and facilities; providing technical support to school HVAC systems and electrical systems; and providing the overall planning and managing of repair and maintenance support to school facilities.

Develops and administers policies, rules, regulations, and department budgets for the school custodial, school landscaping and grounds maintenance programs.

Purchasing Services Section

- Provides for the centralized purchasing and storing of equipment and supplies for the branch.
- Provides for the storing, warehousing, and inventorying of materials, supplies and equipment.

Repair and Maintenance Engineering Section

- Provides engineering and technical support to maintain school facilities.
- Develops technical specifications, estimates and administers maintenance service contracts for repair and maintenance functions, including but not limited

to air conditioning, elevator maintenance contracts, refuse pickup, program bells, grease trap and fire extinguishers.

Repair and Maintenance Operations Section

Supports planning and implements an on-going and comprehensive program of repair and preventative maintenance of assigned facilities.

Support, Honolulu, Leeward, Central, and Windward District Units

- Provides for the overall management of repair and maintenance of school buildings and facilities; coordinates these functions with school personnel; develops a program of preventative maintenance for school buildings and facilities; and administers a variety of repair and maintenance contracts for school buildings.

Carpentry and Building Maintenance Subunit--Carpentry Group/Building Maintenance Group/Roofing & Maintenance Services

- Provides carpentry, painting, and building maintenance services in the repair, maintenance, and emergency repairs of assigned school buildings.
- Develops a program for regular and preventative maintenance of school buildings and other facilities.
- Administers contracts for a variety of repair and maintenance functions.
- Constructs "finished" wood products such as doors, cabinets, and shelving.
- Performs minor roofing repairs, inspection, and maintenance work by clearing gutters and downspouts.
- Provides utility/auxiliary services: Moving, disposal, etc.

Electrical and Plumbing Subunit--Electrical Group/Plumbing Group

- Provides electrical and plumbing services in the repair, maintenance, and emergency repairs of assigned school buildings.
- Develops a program for regular and preventative maintenance for school buildings and other facilities.
- Administers contracts for a variety of repair and maintenance functions.

School Custodial Services Program

- Provides training, workshops, and consultative services on school maintenance, custodial scheduling, and custodial practices.
- Develops supply and equipment standards, evaluates new products and recommends purchases for custodial or ground maintenance products for schools.
- Provides emergency response support as needed.

Support District Unit

Provides for those repair and maintenance services that are not regularly utilized or which are so specialized that their operations would be more efficient if they were centralized and assigned out to the other districts as needed.

General Construction and Maintenance Group I

- Provides general construction services to maintain school facilities in good condition.

Masonry Services

- Provides masonry support for school facilities.

Building Maintenance Services

- Provides transport support by delivering materials and supplies as well as transporting new and used school furniture and equipment.

General Construction and Maintenance Group II

- Provides general construction and transport services to maintain school facilities in good condition.

General Labor Services

- Provides physical labor to support activities such as erecting fencing, delivery/pickup of school furniture, and installing sign posts.

Welding and Furniture Repair Services

- Provides support in metal repair work and fabrication to school facilities and structures, and maintains, repairs, and refurbishes a variety of furniture to meet school needs and to preserve the school furniture and equipment inventory.

Automotive Service and Repair Group

- Provides for the control and disposition of all equipment and vehicles in the branch; provides for the repair and maintenance of these equipment and vehicles; and provides for equipment operators.

School Grounds Maintenance Unit

- Provides and operates a centralized lawn mowing service for all islands.
- Provides landscaping plan assistance, drainage assessment and mitigation planning, school grounds maintenance technical assistance and training and school beautification consultations for all schools.

SCHOOL FOOD SERVICES BRANCH

The School Food Services Branch develops and administers statewide program plans, budgets, policies, standards and specifications for food services operations of the public school system.

Fiscal Management

- Prepares budgets, expenditure plans, and financial projects for the School Food Services Program.
- Provides technical assistance to the Assistant Superintendent in developing and administering fiscal policies and internal control procedures governing program expenditures, cafeteria cash collections and meal tickets, delivery/receipt/inventory of cafeteria supplies and equipment, and other fiscal transactions of the program.

- Reviews and analyzes financial data of departmental ledgers and prepares financial reports to management for decision-making and evaluation.
- Coordinates the administration of the USDA Verification of Free and Reduced Price Applications; On-Site Reviews and Coordinated Review Efforts.
- Meets with independent auditors to discuss findings and recommendations of School Food Services Program audits.

Technical Support

- Reviews, analyzes, and develops intermediate and long-range program plans for improvement of the School Food Services Program.
- Develops and administers the DOE School Food Services Program policies, rules, regulations, standards, and specifications governing the operations of public school cafeterias.
- Promotes participation in various federal child nutrition programs (to include but not limited to the National School Lunch Program, School Breakfast Program, Afterschool Snack Program, summer feeding programs (to include the Seamless Summer Option), Fresh Fruit and Vegetable Program, and accommodate students with special dietary needs throughout the State by disseminating information and publications, and in-servicing Complex Area Superintendent's staff, school staff and school food service managers.
- Researches, tests, and evaluates new products (food, supplies, equipment, and services) and prepares bid specifications, and promotes the introduction of new products in the statewide public school system. More recently this includes more local products to Hawaii to adhere to ACT 175 and ACT 176.
- Coordinates the planning of new cafeteria kitchens, and the renovation and replacement of existing cafeteria equipment.
- Maintains liaison with other DOE state offices and State agencies on matters of mutual concern.
- Consolidates reports from schools for reimbursement claims, staffing, and purchasing information.
- Inspects food service operations of the DOE public schools for compliance with applicable federal, state, and county laws and administrative regulations and DOE program policies, standards, and specifications.
- Provides technical assistance and consultation to school principals, food service managers, and workers on improving their operations, including, but not limited to, efficient and effective utilization of facilities, equipment, supplies, and personnel; improved food preparation, handling and storage procedures and practices; reliable recordkeeping; accounting and reporting; dissemination of program information; and maintaining liaison with appropriate local field offices of other state agencies and the county governments.

Commodity Distribution

- Reviews the DOE menu requirements and requests commodity foods from the Hawaii Child Nutrition Program (HCNP).
- Consults with the HCNP on food safety notification, and other USDA Commodity Distribution concerns.

- Allocates and distributes federal commodities to public schools in the most cost-efficient manner.
- Reviews use of commodities by recipient schools.
- Maintains records and prepares reports on commodity inventory and receipts.
- Operates the Department of Defense fresh fruits and vegetable commodity purchasing program for the DOE schools.

SAFETY, SECURITY, AND EMERGENCY PREPAREDNESS BRANCH

Develops and administers policies, rules, regulations, and department budgets for the safety and security and school inspection programs to include analyzing patterns of work-related injuries in order to more effectively train and maintain a safe and healthful environment.

- Administers the safety and security program for the public school system; plans and administers a statewide program to improve school safety, security, as well as emergency preparedness.
- Under the direction of the Assistant Superintendent, administers the department's involvement with the State Civil Defense Program. Communicates with State Civil Defense and County Civil Defense in times of emergencies or natural disasters. Coordinates the designation of school facilities as evacuation shelters with State Civil Defense.
- Coordinates the traffic safety program for the public school system; maintains liaison with the county police departments and other agencies regarding traffic safety, including the Junior Police Officers (JPO) program. Serves on the Oahu Traffic Safety Committee to resolve school-related safety concerns.
- Administers the Federal requirements for National Incident Management Systems and training compliance.
- Serves as the department's liaison to the State's Risk Management Program.
- Identifies and evaluates the department's exposure to property and liability loss to minimize the total insurance, property, and casualty losses costs.
- Coordinates insurance activities and management of loss documentation through assisting the schools and offices with processes and appropriate forms for seeking reimbursement for losses through the State's Risk Management Program.
- Provides training on insurance processes, forms, and yearly requirements.
- Administers and coordinates security program for selected schools and works with strengthening partnerships with police in all four counties.
- Administers and coordinates the surveillance camera program. Provides guidance in the use of surveillance cameras. Maintains school justification for surveillance camera checklists.
- Coordinates and represents the department in developing helicopter landing guidelines and approving appropriate sites.
- Chairs the department's Statewide Safety Committee meetings. Prepares the monthly agenda, disseminates meeting minutes. Administers and coordinates the implementation of school safety committees.

- Administers the department's hazardous materials management program, including training, recordkeeping, and mitigation or disposal; coordinates and administers Hawaii Occupational Safety and Health (HIOSH) hazard communication standards and program; and maintains liaison with the Department of Labor and Industrial Relations and other appropriate agencies regarding HIOSH regulations.
- Coordinates responses to Hawaii Occupational Safety and Health (HIOSH) issues and concerns.
- Coordinates responses to issues and concerns regarding radon, safe drinking water, lead in paint, indoor air quality and electrical and magnetic fields issues and concerns.
- Coordinates the School Safety manager program with the contractor and school administrators; attends to operational matters of the program.
- Administers the school emergency preparedness program. Provides training and technical assistance to schools in the development of school emergency responses, including lock downs, shelter in place, and emergency evacuations. Provides bomb threat response training and technical assistance to schools; compiles and analyzes bomb threat information.
- Administers and implements the Department's picture identification badge program; provides ID production services for all school level administrators, schools on military bases, and all district and state employees; maintains employee ID database of all IDs issued.
- Manages and coordinates the school fire inspection program. Acts as liaison to State Fire Council and County Fire Departments. Represents the Department in all fire inspection related matters including fire code violations and fire safety concerns.
- Coordinates the School Inspection Program with schools; works with the Facilities Development Branch, Facilities Maintenance Branch, and the Neighbor Island Department of Accounting and General Services to address concerns raised by the school inspections.

STUDENT TRANSPORTATION SERVICES BRANCH

The Student Transportation Services Branch (STSB) is responsible for the statewide program planning, budgeting, implementation, enforcement and evaluation of home-school-home transportation services for eligible public school students in accordance with Section 302-406, Hawaii Revised Statutes (HRS) and Title 8, Chapter 27 of the Hawaii Administrative Rules (HRS) across the seven (7) districts and fifteen (15) complex areas statewide. This branch ensures compliance with the two federal statutes, the Individuals with Disabilities Education Improvement Act (IDEA) and Section 504 of the Rehabilitation Act (Section 504), and its application to the provision of school transportation for eligible students with disabilities. STSB is responsible for developing policies and procedures that promote student safety, provide training and guidance to school administrators and staff, and create a highly efficient transportation system through the use of modern technology and industry best practices.

The branch organization is divided into two parts: Administrative Section and Field Operations Section.

Administrative Section

- Develops and administers contracts that procure school transportation services from privately-operated school bus contractors for public school students, as required.
- Develops, prepares, and issues policies, guidelines and procedures related to student transportation requirements pursuant to Hawaii Revised Statutes, Administrative Rules, Board Policy, and Standard Operating Procedures.
- Prepares budget requests and other related budget documents and properly performs all budget functions.
- Provides oversight relating to the collection of student bus fares and seeks accountability for the collections.
- Ensures the proper and prompt payment of program claims
- Prepares, audits and oversees all contractor invoices and payments.
- Audits deposits into special funds and disburses available funds as required to meet contractual obligations.
- Manages all Human Resources duties for the Branch such as, recruitment, orientation of new employees, civil rights complaint, disability and workman's compensation issues, as necessary.
- Supports the Director with applicable reports for DOE Leadership and other stakeholders.

Field Operations Section

- Oversees the implementation, delivery, and safety of school transportation services for students, schools and communities throughout the seven (7) districts and fifteen (15) complexes statewide.
- Serves as the Department's primary point of contact/liaison for student transportation concerns.
- Conducts routine audits of driver qualification files, aide qualification files, and active school bus vehicles to ensure compliance.
- Investigates, resolves, and records service and safety complaints.
- Reviews, approves, audits, procures, and distributes monthly Oahu Transit Services bus passes for eligible Oahu island students who do not have access to contracted bus services.
- Enforces Department of Education (DOE) bus pass procedures.
- Assists in the determination of student eligibility for services being requested.
- Assists with managing student behavior on the bus.
- Ensures that bus drivers and bus aides are properly trained.
- Coordinates special education student transportation requests received from school administrators and district officials.
- Supports the Director with applicable reports for DOE Leadership and other stakeholders.

5. OFFICE OF FISCAL SERVICES

The Office of Fiscal Services (OFS) manages the Hawaii State Department of Education's (Department's) accounting, budget, business operations, and procurement systems and activities to serve the needs of the schools, complex areas, and the state central office. OFS is responsible for the following:

- Leads the Department's accounting, budgeting, business operations, and procurement processes and systems.
- Provides clear guidelines/procedures for completion of fiscal transactions.
- Provides timely, accurate, and user-friendly reports in each of the respective areas.
- Develops and supports modern, efficient, and reliable systems to support fiscal transactions.

ACCOUNTING BRANCH

The responsibilities of the Accounting Branch include: overseeing accounting of all Department funds; managing the Department's financial accounting and reporting system; overseeing the accounting for collections; overseeing the accounting for fixed assets; interfacing with the State Department of Accounting and General Services (DAGS); preparing the Department's financial statements; and preparing other financial reports.

- Oversees accounting of all Department funds
 - Maintains thorough knowledge of current laws, rules, policies, regulations and procedures governing the Department's centralized accounting activities.
 - Maintains the chart of accounts (COA) structure, codes and related attributes.
 - Develops and maintains accounting policies and procedures.
 - Supports complete and accurate recording of accounting data.
 - Prepares reconciliations to verify completeness and accuracy.
 - Prepares manual journal entries, including adjusting entries.
 - Organizes and coordinates the fiscal year end closing.
 - Designs and maintains financial accounting reports.
 - Advises schools and offices on accounting matters.
- Manages the Department's financial accounting and reporting system
 - Plans, coordinates, and controls the Department's financial accounting and reporting system as it relates to the functional responsibilities of the Accounting Branch.
 - Assists in the development of functional user training guides and resources.
 - Provides functional user support.
- Oversees the recordkeeping for collections

- Maintains central collection bank accounts for schools and offices collections.
- Monitors federal grant cash requirements and completes drawdowns from the federal government or pass-through entity.
- Prepares bill for collections for amounts due from other State department
- Assists in the accounting and recording of school and office collections in the Department and State financial accounting systems.
- Oversees the accounting for all Department fixed assets
 - Maintains the fixed asset accounting system for the Department.
 - Develops and maintains fixed asset accounting policies and procedures.
 - Establishes capitalization policies and procedures for the proper accounting treatment of the Department's capital assets to ensure conformity with State and Federal regulations and generally accepted accounting principles.
 - Prepares required fixed asset reports such as the annual inventory report for use by schools and offices to conduct physical verifications of property, annual inventory report to the State Procurement Office, etc.
- Assists schools and offices in processing fixed asset transactions
- Interfaces with the State Department of Accounting and General Services (DAGS)
 - Requests State account codes.
 - Prepares State journal vouchers.
 - Records and reports accounting data with the State.
 - Reconciles Department accounting records with State accounting records.
- Prepares the Department's financial statements
 - Prepares trial balances, adjusting entries, financial statements with footnotes, schedule of expenditures of federal awards, etc.
 - Assists external auditors with financial audit work, such as: reviewing fiscal accounting policies and procedures, preparing audit schedules, and providing supporting documents, as requested.
 - Submits required financial information to the State for the State's financial statements.
- Prepares other Department financial reports, such as:
 - Financial reports for the Department, the State, the Board of Education, or external users upon request.
 - Required surveys for the Department (e.g. the National Public Education Financial Survey (NPEFS), the Annual Survey of School System Finances (F-33), the School Level Finance Survey (SLFS), etc.).

BUSINESS OPERATIONS BRANCH

The Business Operations Branch provides payroll, vendor payment, and leave management support to schools, complex areas, and state-level offices in the Hawaii State Department of Education (Department).

The Business Operations Branch services all schools and offices by (1) performing periodic reviews and analysis of financial and business office operation practices to implement efficiency improvements; (2) providing assistance, advice, and guidance in related matters; and (3) developing and revising policies and procedures in compliance with applicable laws and regulations.

The Business Operations Branch is composed of three units: Vendor Payment and Payroll; Leave Management; and Operations Systems.

Vendor Payment and Payroll Unit

Vendor Payment Functions

- Performs final post-audit for legality and propriety of claim vouchers, covering payment for the Department's obligations, as outlined in HRS; examines invoices, approval to pay requests, contracts, and other authorizing documents to confirm validity and accuracy of claims; maintains auxiliary records of audits for travel and other claims.
- Monitors bank balances and controls the activities relating to the issuance of the Department's Vendor Payment checks; maintains records and authorizations relating to disbursement of checks; and maintains cash records of all bank deposits and withdrawals.
- Reports expenditures to the statewide Financial Accounting and Management Information System (FAMIS) and reimbursement from DAGS.
- Maintains the Department's financial system's Vendor and Employee Supplier Table and other databases related to Vendor and Employee Supplier payments.

Payroll Functions

- Pays all Department employees (certificated, classified, hourly/casual hires and substitutes) twice a month in conjunction with collective bargaining contract provisions through the State of Hawaii's employee payroll system.
- Performs final pre-audit of all Department payrolls after validating payment authorization, legality, and propriety. Controls mandatory federal and state withholdings. Posts and maintains records of individual earnings for each Department employee.
- Processes salary assignments. Calculates hourly/daily earnings to correct semi-monthly payroll for personnel and attendance actions to assure all Department employees are properly compensated for each pay period: effectuates payroll change schedule for central input of Department payrolls, verifies hourly/daily earnings to dollars calculation, and effectuates payroll change schedule to make payment for Vacation Leave from the Form G-2 (Applications for Transfer of Vacation and Sick Leave Credits or Payments in Lieu of Vacation).
- Reviews, extracts, and validates pay records from the Department's Casual Payroll system for processing.

- Distributes payroll checks for employees who do not utilize direct deposit, prepares duplicate pay statements and Form W-2, and reissues lost or stale dated checks.
- Researches, audits, and processes payments for various associated payroll programs such as workers' compensation, servicemen's act, wages-in-kind, and settlements.
- Researches and provides information to comply with subpoenas, grievances, provisos and other official requests. Verifies employment earnings and wages.

Leave Management Unit

- Ensures that appropriate leave benefit information and interpretations from the Collective Bargaining Unit Contracts, Department School Code, and Hawaii Revised Statutes are properly administered.
- Pre-audits employees' leave records for the Office of Talent Management's (OTM) Post Separation Vacation Pay Deferral (PSVPD) program. Conducts final audit of employees' leave records for Form G-2 (Application for Transfer of Vacation and Sick Leave Credit or Payment in Lieu of Vacation). Calculates hourly/daily earnings to dollars to make payment for Vacation Leave from the Form G-2. Coordinates PSVPD vacation payout with the Deferred Compensation and Tax Sheltered Annuity programs.
- Provides guidance and assistance to schools and offices in applying the OTM Leave Standards of Practice (SPs), and reviewing/auditing leave earnings, usage, and balances on the Form 7 generated by the Time and Attendance (TnA) system.
- Audits employees' leave records related to the Department's Leave Sharing program. Assists with the processing of the leave share donations and determines recipient payment information.

Operations Systems Unit

- Directs, coordinates, supervises, and participates in the analysis, design, development, acceptance, implementation, evaluation, improvement, maintenance, and oversight of the State and the Department's computerized central accounting systems relative to the functional responsibilities of the Business Operations Branch.
- Conducts a wide range of special studies and research related to fiscal and business operations inquiries and complaints, and provides staff support to develop, recommend, train, guide, and implement related procedures.
- Evaluates, monitors, and updates criteria to comply with federal and state tax reporting requirements.
- Monitors and maintains the Salary Overpayment Accounts Receivables and Payment Schedules, which are reported to DAGS monthly.
- Performs system monitoring and maintenance activities; provides system solutions and technical guidance to the Vendor Payment and Payroll and Leave Management Units.
- Administers and maintains the Department's purchasing card and student activity fund program and systems.

BUDGET BRANCH

The Budget Branch assists the chief financial officer (CFO) in the preparation and execution of the public school system's operating budget.

1. Budget Preparation Section

The Budget Preparation Section administers the preparation and development of the Department's biennial and supplemental operating budgets. The section is responsible for the following:

- Prepares the biennial and supplemental operating budgets for the public school system, (excluding public charter schools).
 - Prepares current services (baseline) budget, projecting salary requirements and reconciling the level of funding to appropriations and ceilings.
 - Develops and disseminates budget instructions to schools, offices, and attached agencies.
 - Assists schools and offices with the preparation of budget requests and reviews them for accuracy, adequate justification, and adherence to standards.
 - Coordinates the development of budget priorities and standards to address critical needs, including recommending alternatives to meet requirements.
- Manages the variance report for the multiyear program and financial plan by providing instructions and technical assistance to program managers.
- Coordinates with the Office of Talent Management (OTM) and program managers to ensure budget alignment for school and office positions.
- Provides technical assistance in budget preparation and presentation to various stakeholders, including the Board of Education, governor, Department of Budget and Finance (B&F), legislature, and across the Department.
- Provides training and consultative services for program managers and staff to use, maintain, update, and enhance the budget preparation system.
- Prepares budget preparation publications and communications.

2. Budget Execution Section

The Budget Execution Section administers the implementation of the Department's operating budget. The section is responsible for the following:

- Allocates funds and positions to state and complex area offices and schools:
 - Analyzes the appropriations act and legislative worksheets to obtain details of approved budgets and legislative intent.
 - Reviews and interprets policies and procedures issued by B&F, and implements allotment changes made by the B&F Director of Finance.
 - Evaluates staff recommendations on allocation formulas and criteria for distributing funds and positions to schools and complex area offices.

- Prepares and disseminates initial allocations to state and complex area offices, and schools, making adjustments throughout the year to reflect buy/sell of positions, fund transfers between programs, and other authorized flexibility measures.
- Reconciles appropriations, allocations, and allotments throughout the year and completes the year-end close and carryover process.
- Develops and disseminates expenditure plan instructions:
 - Prepares allotment requests (A-19), and provides follow-up and liaison work with B&F and DAGS.
 - Reconciles allotments with expenditure plans, the Department's Financial Management System (AFMS) and DAGS' balances for each appropriation and fund.
- Monitors and manages the Department's budget, proposing and implementing reductions to appropriations and allocations by legislative EDNs and programs as needed.
 - Monitors and manages salary and other payroll accounts.
 - Implements lump sum budgeting flexibility (e.g., buy/sell of positions, transfer of funds, and carryover).
 - Reviews programs for budget efficiencies and adjusts the Department's financial plan to address unanticipated needs or restrictions.
- Coordinates budget execution with external agencies, policy makers, and decision makers (B&F, legislature, auditors, BOE, superintendent, complex area and school personnel):
 - Researches and prepares reports and testimonies in response to inquiries.
 - Recommends strategies to meet budgetary requirements.
- Coordinates system support with the Enterprise Services Branch:
 - Maintains tables related to the computerized budget system and prepares data files and reports for budget analysis.
 - Coordinates and monitors data transfers to database files (e.g., Data Warehouse) and provides budget execution requirements for evaluating information systems.
- Other responsibilities:
 - Manages the Impact Aid Program, P.L. 103-382.
 - Assists in planning and developing operating biennial and supplemental budgets.
 - Prepares budget communications and coordinates with other state offices to facilitate budgetary and fiscal procedures.
 - Provides budget execution training, consultation services, and presentations for school administrators, clerical personnel, and program managers.

- Coordinates, prepares, and implements the Weighted Student Formula (WSF) Project Financial Plan.
- Provides data, analyses, and recommendations to the Committee on Weights (COW).
- Coordinates and implements the financial portion of the Academic/Financial Plan for schools, and the Indexed Complex Area Allocation (ICAA) for complex areas.

PROCUREMENT AND CONTRACTS BRANCH

The Procurement and Contracts Branch (PCB) supports schools and offices on procurement and contracting matters for goods and services.

1. Procurement and Contracts Section

- Maintains thorough knowledge of and analyzes the impact of, current laws, rules, policies, regulations and procedures governing the Department's centralized procurement and contracting activities.
- Develops bidding procedures and contract methods; analyzes the impact that external factors and unforeseen influences may have on the program (e.g., changes in commodity prices or business practices, shipping strikes, etc.).
- Prepares specifications and terms and conditions that align with purchaser/program requirements while ensuring maximum competition and compliance with legal requirements.
- Prepares procurement notices; tabulates and summarizes bid results, analyzes and evaluates the most advantageous offer, recommends and issues awards upon purchasers' approval.
- Prepares resultant contracts, including modifications and terminations, in accordance with state and federal laws, regulations, and program requirements.
- Reviews the adequacy of justifications and statutory compliance for sole source, emergency, exempt or restrictive purchases, recommending improvements or revisions as appropriate.
- Identifies and addresses contract issues, proposing additional terms and conditions in consultation with purchasers.
- Provides technical assistance to program staff in the development, management, and execution of contracts.
- Problem-solves escalated complaints, addressing issues such as procedures, policies, product quality, contract performance, late payments, and perceived biases or unfairness.

2. Procurement Assistance, Compliance, and Training (PACT) Section

- Serves as technical resource to the Chief Procurement Officer, administrators, and bidders to ensure compliance with the Procurement Code, state and federal administrative rules and regulations, applicable purchasing mandates and guidelines, policies or procedures governing state agencies and organizations, and Departmental policies or procedures.
- Conducts periodic reviews of Departmental procurement practices, including recommending appropriate revisions.

- Assists in conducting fact-finding investigations, reports factual findings and may recommend appropriate corrective action or refer the case to the Department of the Attorney General, as necessary.
- Conducts periodic procurement and contract audits of school and offices to evaluate compliance; prepares reports and briefs senior management on the findings, providing recommendations to address procurement and contracting deficiencies or referring cases to the Department of the Attorney General, as appropriate.
- Assists schools and offices in developing and implementing corrective actions in response to audit compliance issues.

HAWAII CHILD NUTRITION PROGRAMS

The Hawaii Child Nutrition Programs (HCNP) is responsible for administering the federal child nutrition (and specific adult) programs funded through the U.S. Department of Agriculture (USDA) Food and Nutrition Programs. These programs are federal reimbursement programs whereby approved School Food Authorities (SFAs) serving meals that meet federal requirements receive reimbursement for the costs incurred to provide each meal. HCNP receives funds and commodities from the USDA grants for the State of Hawaii and performs the following functions:

- Serves as the State Agency (SA) and primary contact with the USDA for all issues concerning the administration and operation of all Food Nutrition Programs in Hawaii.
- Administers and oversees the following USDA Food Nutrition Programs:
 - National School Lunch Program
 - School Breakfast Program
 - Child and Adult Care Food Program
 - Commodity Distribution Program
 - Summer Food Service Program
 - Special Milk Program
- Provides program marketing and advocacy initiatives, technical assistance, and oversight for all USDA Food Nutrition Programs.
- Prepares budgets, expenditure plans, and financial reports and projections for the SA.
- Reviews SA federal grant reports and monitors SFAs for compliance with federal program requirements.
- Provides technical assistance to SFAs in developing and administering fiscal policies and procedures.
- Orders, allocates, and distributes commodities.
- Coordinates with the USDA to provide food for disaster relief for the State.

6. OFFICE OF TALENT MANAGEMENT

The Office of Talent Management (OTM) administers a comprehensive personnel program for certificated, classified, and casual employees of the public school system within the framework of established laws, policies, and accepted principles of personnel management. OTM develops and administers administrative rules and regulations, publishes operational guidelines, and provides centralized employment and personnel administration services to schools, districts, and state administrative offices to ensure that support is provided efficiently and effectively. The scope of the comprehensive personnel program includes the following services:

- Recruitment, selection, and employment processing
- Classification and compensation systems
- Teacher reclassification
- Leave administration
- Criminal history record checks
- Performance management systems
- Employee development and training
- Employee awards and recognition
- Administration of employee benefit programs
- Workers' Compensation Program administration
- Temporary Disability Insurance Program administration
- Leadership development
- Certification of educational officers
- School administrator training
- Collective bargaining and negotiations
- Labor Relations and contract administration
- Civil Rights Compliance

Under the direction of the OTM Assistant Superintendent and directors, these services are provided directly or coordinated throughout the public school system by the following organizational groups: Recruitment Section, Classification and Compensation Section, Employee Records and Transactions Section; Training and Development Section, Management Support Services Section, Performance Management Section, Educator Quality Section, Educator Effectiveness System Section, Offices of the Human Resources Regional Officers, Workers' Compensation and Employee Benefits Section, Leadership Institute, Professional Development and Educational Research Institute, Teacher Induction Center, Labor Relations Section, Negotiations Section, Investigation Section, and the Civil Rights and Compliance Branch.

ASSISTANT SUPERINTENDENT'S OFFICE

The Assistant Superintendent supervises the Personnel Management, Development, Assistance, Leadership Institute, Employee Relations, and Civil Rights Compliance Branches.

PERSONNEL MANAGEMENT BRANCH

The Personnel Management Branch administers the recruitment process for filling vacant positions, processes personnel actions for qualified applicants selected to fill position vacancies, processes personnel actions for existing employees, and manages the classification and compensation system for all positions.

Recruitment and Employment Section

- Plans and administers a recruitment program for all employees in the public school system, identifying and publicizing actual and anticipated vacancies. Screens and refers qualified applicants through applicant lists. Provides guidance and procedures for interview and selection. Processes selected applicants for employment. Responds to related inquiries.
- Administers the Educational Officer Recruitment Program, which includes but is not limited to identifying and publicizing actual and anticipated vacancies (principals/vice-principals, 12-month internal and external); administers the recruitment of non-DOE prospective school-level administrative applicants – coordinates, screens, and refers applicants; coordinates interview and selection guidelines and responds to educational officer recruitment inquiries.
- Ensures educational officer selection criteria, procedures, and compensation practices comply with federal and state laws, the School Code, and the bargaining contract, where applicable.
- Upon approval by the superintendent, processes the filling of temporary appointees to vacant educational officer positions and the filling of substitutes (retirees) to school-level educational officer vacancies.
- Maintains and monitors web page used to market school personnel for DOE positions.
- Plans and coordinates the teacher assignment and transfer program for employees in the public school system.
- Administers Teacher Reclassification Program.
- Maintains a database of external administrators with the required qualifications determined by the DOE.
- Administers, plans, develops, and coordinates the Part-Time Temporary (PTT) Teacher Program, including the Casual Personnel System.
- Reviews and verifies all athletic coach jobs in the Casual Personnel System.
- Administers, plans, develops, and coordinates the teacher's Job Sharing Program, Early Return Program, and Hardship Transfer Program.
- Determines initial classification for substitute teacher applicants and reclassification of existing substitute teachers.
- Reviews and verifies all summer school hires on the Casual Personnel System.
- Maintains database for DOE Driver Education Certification and issues DOE Driver Training and Education Instructor Certificates.
- Maintains and trains a cadre of qualified interviewers to conduct interviews for all teacher applicants.
- Administers the Recruitment and Retention Program to provide qualified teachers and support staff.
- Ensures contract provisions of recruitment agency's contracts regarding the scope of services are appropriately monitored; ensures budget and allocation amounts are adequate for funding needs; revises contracts as necessary to clarify procedural requirements and/or changes in the scope of services and compensation; ensures contract funds are appropriately spent; works toward

building capacity for DOE to assume contracts responsibilities when contracts are terminated.

- Tracks and documents all implementation steps necessary to meet state benchmarks for activities relating to personnel recruitment.
- Administers and processes the hard-to-fill incentive for qualified special education teachers and regular education teachers in identified hard-to-fill schools.
- Administers and processes the incentive program for the return of qualified teachers who have dual certification to special education.
- Administers and processes the reimbursements and annual differential incentive for the National Board for Professional Teaching Standards (NBPTS) program.
- Provides and monitors the relocation bonus for qualified teachers recruited from the continental United States who meet the DOE's criteria.
- Provides linkers to the Hawaii Teacher Standards Board for concerns related to teacher licensing.
- Coordinates job searches and placement for the Return to Work Priority Program.

Employee Background Check Unit

- Processes criminal history record checks and clearances for all employees, prospective employees, and others as required.
- Coordinates exchange of highly confidential information with federal and state criminal and investigative agencies when processing classified information on individuals subject to criminal history record checks and clearances.
- Maintains a confidential, highly classified database of background information on all employees of the DOE.
- Responsible for suitability procedures, practices, analyses, determinations, and appeals.

Classification and Compensation Section

- Analyzes the Department's classification problems and issues; develops program and operational procedures and practices for all Department positions; conducts Department classification studies and special projects for the Department.
- Provides management advisory services to Department offices, districts/complexes, line managers, and others; develops classification procedures and guidelines; provides technical assistance to others in their use and application.

Classifier Unit

- Maintains a compensation plan in coordination with other jurisdictions, consisting of all classes of work in the classification plan.
- Conducts reviews, monitors statewide labor market conditions, and participates in wage surveys to determine if labor shortages exist for classes of work or group of positions. Recommends solutions to support recruitment efforts for positions.

- Develops, maintains, and amends class specifications, including minimum qualification requirements, and analyzes the scheme of classes for program improvement.
- Maintains position descriptions, except for teacher-type positions.
- Determines and recommends bargaining unit designations in classifying all new positions for the Department and conducts on-site desk audit reviews, as needed.
- Represents the DOE in civil service classification appeals to the Merit Appeals Board (MAB).
- Supports the Classification/Compensation Appeals Board in reviewing classification and compensation actions relating to educational officers.

Position Management Unit

- Develops a position management system for the Department and maintains accurate position records in an electronic database.
- Administers, implements, monitors, and evaluates the establishment, reallocation, and deletion of all Department positions in accordance with approved legislative budget details; allocation notices; expenditure, financial or project plans; and memoranda of agreement.
- Conducts annual reviews of projected school lists in preparation for the upcoming school year.
- Conducts annual reviews of school-level supervisory positions to ensure positions' proper classification.
- Maintains and establishes occupational group codes for all Department positions.

Employee Records and Transactions Section

- Administers the salary and compensation of all salaried employees and ensures that employees are correctly paid.
- Processes all personnel actions from initial appointment to separation for salaried employees during their employment with the Department.
- Provides employment information and reports to comply with the requirements of federal and state programs; provides employment verification; and provides employee information as requested in accordance with State Office of Information Practices guidelines.
- Develops guidelines and procedures to ensure that personnel transactions are processed in accordance with applicable personnel rules and regulations, collective bargaining provisions, and departmental regulations and procedures.
- Provides guidance, support, and assistance to departmental administrators, supervisors, managers, and staff regarding personnel transaction matters.
- Develops an employee records program that maintains employee information in the Department's computerized personnel systems.
- Maintains salaried employees' official personnel folder (OPF).
- Administers the Department Leave Sharing Program.

- Processes the Department's Sabbatical and Professional Improvement (PI) Leave Programs
- Administers the Unemployment Insurance (UI) Program. Provides unemployment verification.

Substitutes Unit

- Administers the Substitute Teacher Program.
- Administers the salary and compensation of substitute teachers.
- Processes all personnel actions from initial appointment to separation for substitute teachers during their employment with the Department.
- Provides substitute teacher employment information and reports to comply with federal and state program requirements; provides employment verification for substitute teachers; and provides substitute teacher employee information as requested in accordance with State Office of Information Practices guidelines.
- Develops substitute teacher guidelines and procedures to ensure that personnel transactions are processed in accordance with applicable personnel rules and regulations, and departmental regulations and procedures.
- Provides guidance, support, and assistance to departmental administrators, supervisors, managers, and staff regarding transaction matters for substitute teacher personnel.
- Maintains substitute teacher information in the substitute teacher's computerized systems and maintains the substitute teacher's official personnel folder (OPF).

PERSONNEL DEVELOPMENT BRANCH

The Personnel Development Branch coordinates training and development opportunities for educators with a focus on classified employees; administers the employee evaluation program; teacher and school administrator effectiveness systems; employee awards; compliance and monitoring of federal and state requirements for Every Student Succeeds Act for Supporting Effective Instruction (ESSA); maintenance and updates of the departmental organizational charts and functional statements; review of proposed reorganizations; legislation coordination, budget/fiscal oversight, and procurement contracts for OTM; manages incentive program for special education teacher certification; development and maintenance of various human resources systems to support personnel decision making; tracking of OTM performance measures; coordinates internship opportunities and preparation program field placement; and administers Title IIA, Hawaii qualified teacher program and other educator qualifications.

Training and Development Section

The Section collaborates with program managers and supervisors to identify employees' needs and provide training and development opportunities. It also supports new employee orientation and onboarding.

- Reviews requests from preparation programs for the placement and supervision of practicing professionals in DOE schools.
- Establishes and manages policies, processes, and procedures for employees to participate in training and professional development opportunities.

- Collaborates with program managers, supervisors, and other stakeholders regarding employee professional learning opportunities based on evaluation data, professional standards, and other job performance indicators.
- Develops and maintains new employee orientation programs and supports new employee onboarding.
- Provides access to training and professional development resources that meet the needs of educators with a focus on classified employees.
- Tracks professional development participation.
- Collaborates with Performance Management to identify areas for improved data analysis for targeted professional development.
- Coordinates the Preparation Program Field Placement and administers internship opportunities with higher education programs at the Department's state offices.
 - Manages policies, processes, and procedures for programs requesting candidate placement.
 - Collaborates with other DOE offices, Hawaii Teacher Standards Board policy (HTSB), and schools in review of program requests.
 - Communicates with programs to clarify placement requirements, policies, and/or notice of non-authorization to place candidates in DOE schools.
 - Notifies programs of the eligibility status of a formal agreement with the DOE, including agreement renewal.
 - Communicates with schools as needed regarding candidate placement.
 - Collaborates with DOE offices and programs to revise formal agreements, policies, or the approval process as required.
 - Collaborates with Teacher Recruitment regarding placement information, including candidate suitability as required.
- In addition, the Section administers the Para Educator Training Program. This program provides comprehensive, systematic, competency-based training to educational assistants (EA) and other support service personnel to increase their knowledge and skills to improve their performance in the classroom. The training includes in-service workshops for schools, professional development courses, and career ladder opportunities.
 - Coordinates training programs for paraprofessionals.
 - Develops and writes Instructional Modules for EA orientation and training and development for the EA role.
 - Coordinates solutions for school requests that address specific issues faced by paraprofessionals.
 - Coordinates evaluation plans for paraprofessional training, including but not limited to classroom performance.

Management Support Services Section

- Reviews, analyzes, and recommends reorganization proposals based on sound organization principles and in compliance with the governor's administrative directive.
- Publishes and maintains the DOE's official Plan of Organization; coordinates the annual update.
- Serves as liaison between the DOE and agencies to ensure correct and proper communication when implementing compliance activities.
- Assists the branch with the coordination of legislative bills.
- Provides budget and fiscal oversight for OTM.
- Monitors OTM performance measures.
- Assists the branch with compliance with procurement requirements.
- Provides data collection, analyses, and reporting.
- Administers Special Education Teacher Incentive Program
 - Collaborates with preparation program and participant on stipend eligibility criteria, roles and responsibilities, fund distribution, timelines, and DOE formal agreements.
 - Establishes a communication process with the preparation program for updated participant eligibility lists, dissemination and collection of participant signed agreement, participants' program completion status, and data required by DOE and the preparation program for reporting requirements.
 - Participates with preparation program in orientation meetings to present incentive opportunities and obligations to potential participants as appropriate.
 - Accesses HRMS database to track and document participants' employment obligation status.
 - Notifies participants and the preparation program of non-compliance with the program and DOE employment obligation and implements a process for collecting funds owed to the DOE.
 - Communicates with the Attorney General's Office (AG) as required for outstanding cases.
 - Maintains annual record and account status of funds used for incentives, including enrollment data, obligated completers, withdraws, etc.

Educator Quality Section (EQS)

- Builds a capacity system within each Complex Area to support non-Hawaii qualified teachers and other educator qualification requirements.
- Provides training for Principals and other staff on Educator Qualifications for Hawaii-qualified teachers, casual personnel for instruction and instructional support positions, and Sheltered Instruction Qualification (SIQ) requirements.
- Prepares and conducts statewide technical assistance for all EQS Programs.

- Provides support, educates, and advises teachers and casual personnel on meeting the HQT, SIQ, or Paraprofessional qualifications to become qualified.
- Reviews all new teacher records to determine Hawaii qualified status for Title IIA of the ESSA and SIQ. Monitors the status of all non-Hawaii qualified teachers.
- Provides equitable services to non-public schools.
- Administers Title IIA funds.
- Provides training, support, and technical assistance regarding appropriate and allowable use of Title IIA funds.

Performance Management Section

- Develops and implements employee performance evaluation systems for educational officers, excluded managers, and classified employees that leverage:
 - Timely and appropriate feedback and suggestions to improve performance;
 - Informal and formal opportunities for professional development and;
 - Incentives to support and enhance the overall quality and quantity of work.
- Provides appropriate technical assistance and state-led training to support the implementation of applicable employee performance evaluation systems (e.g., EMCP-PES, PAS, PEP-SL, and State and District EO Evaluation).
- Coordinates efforts across state offices to ensure quality implementation of evaluation and support systems.
- Manages DOE employee service and recognition awards programs (i.e., Teacher of the Year, Employee of the Year, etc.).

Educator Effectiveness System Section

- Develops and maintains an educator effectiveness performance evaluation system for teachers and school administrators (e.g., EES and CESSA).
- Develops and maintains the profiles or standards for teachers and school administrators.
- Supports implementation of educator effectiveness system by providing technical assistance and coordinating state-led training.
- Coordinates efforts across state offices to ensure quality implementation of evaluation and support systems.

PERSONNEL ASSISTANCE BRANCH

The Personnel Assistance Branch is comprised of the following sections/functional areas, with its respective functions: Workers' Compensation (WC) and Employee Benefits (EB) Section, which administers WC benefits, health benefit plans, other employee benefits (e.g., tax-sheltered annuities, liaisons to provide benefits information, etc.) and temporary disability insurance program administration; and the Offices of the Personnel Regional Officers, which provides direct personnel services to the assigned areas/offices.

Workers' Compensation and Employee Benefits Section

Workers' Compensation Unit

- Plans and administers the WC Program for all employees, eligible students, and adult volunteers who provide services to the department.
- Determines eligibility for WC benefits.
- Processes WC claims and pays for WC benefits as the WC law requires.
- Monitors WC activities for effectiveness and efficiency.
- Represents the Department at Department of Labor and Industrial Relations (DLIR) – Disability Compensation Division hearings.
- Provides staff support to the Department of the Attorney General staff on matters relating to appeals at the DLIR – Labor Appeals Board and third-party liability claims.
- Assists with returning claimants to work as soon as possible and refers claimants to the Return-to-Work Priority Program.
- Ensures compliance with applicable WC law, related administrative rules, and Department policies and procedures.
- Plans and administers certain bloodborne pathogens activities for the Department as follows:
 - Provides and coordinates Hepatitis B vaccinations for all qualified Department employees.
 - Provides access to bloodborne pathogens training information involving universal precautions.
 - Processes and pays for medical costs related to post-exposure evaluation and follow-up for Department employees exposed to bloodborne pathogens while performing work-related tasks.

Employee Benefits Unit

- Assists with administering health benefits plans offered by the Hawaii Employer-Union Health Benefits Trust Fund (EUTF).
- Administers the Tax Shelter Annuity 403(b) Program for eligible employees in the Department.
- Liaison between the Department and other State agencies (ERS, EUTF, DHRD, etc.) to provide information and updates to all employees related to the State's Deferred Compensation Program (DC 001), PTS Deferred Compensation Retirement Plan (DC 015), Island Flex Flexible Spending Accounts Program, Premium Conversion Plan, EUTF plans, and the ERS program.
- Works with the Payroll Section to provide information and updates on the Department's Post-Separation Vacation Pay Deferral Program.
- Processes temporary disability insurance claims for all department employees.
- Partners with other Department offices to ensure compliance with the Affordable Care Act reporting.

The Offices of the Personnel Regional Officers provide employment and personnel administration services to schools, complexes, districts, and state offices within the framework of established laws, policies, and accepted personnel management principles. The scope of the services provided by the Offices of the Personnel Regional Officers includes:

- Recruitment, selection, and employment processing
- Leave administration
- Personnel resource accounting and position allocation
- Interpretation and implementation of personnel policies and procedures
- Training of school administrators and staff
- Criminal history background checks
- Employee grievances
- Investigations advisement
- Onsite human resources liaison to the complex area and assistant superintendent(s)
- Contract implementation and interpretation
- Employee benefits
- Classification and compensation
- Fair labor practices
- Employee evaluation systems
- Substitute employees and casual hires

The Offices of the Personnel Regional Officers foster and maintain positive working relationships between the Department, unions, and other agencies.

LEADERSHIP INSTITUTE BRANCH

The Leadership Institute Branch is anchored in a systemic, intentional framework grounded in national research and based in Na Hopena A'o. This framework aims to develop leaders by collaboratively connecting the tri-level system and external partners to "melt the walls." Leadership Institute provides direct supervision over the Professional Development and Educational Research Institute (PDERI) and the Teacher Induction Center (TIC) and program leads that develop innovative leadership development structures and systems.

Leadership Institute (LI)

- Create "shared responsibility" for leadership development
 - Develop an Advisory Council to incorporate stakeholder voice and support engagement in building leadership capacity across the department.
 - Establish a system of connections between school leaders and state office leaders to ensure shared reflection and feedback leads to continuous improvement.
- Offer Ongoing, Differentiated Professional Learning
 - To build leadership capacity, provide diverse and tailored professional and leadership development opportunities to teachers, administrators, and state leaders.
 - Provide teacher and leader collaboration opportunities to innovate, design, and be catalysts for change.
 - Use current meeting structures (schools and state forums) and create new ones for shared collaboration and collegial conversations.

- Recruit and Retain Leaders to Build Capacity
 - Create and design innovative approaches (especially in hard-to-fill areas) to increase the leadership pipeline pool so aspirants can enter certification programs.
 - Provide targeted supports and professional development opportunities for aspiring and potential leaders.

Professional Development and Educational Research Institute (PDERI)

- Responsible for program leadership and coordination of all activities related to the professional development of school administrators and educational officers.
- Researches and shares information regarding best practices related to instruction and school leadership.
- Provides coordination necessary to develop and implement an integrated professional development program.
- Supports teacher leaders and administrators with leadership development, mentoring, and support.
- Designs and conducts training sessions for the Teacher Leader Academy, Cohort Program, Hawaii Principals Academy, and Superintendent's Academy.
- Conducts and participates in focus groups and forums related to leadership.
- Plans, develops, conducts, and administers the school administration training program for the screening, training, and certification of school administrators.
- Develops partnerships with the universities in support of administrator training.

Teacher Induction Center

- Reviews and revises the State Induction Program Standards
- Monitors and assists complex areas in implementing, improving, and sustaining their teacher induction plans
- Facilitates induction networks among complex areas to build induction leadership capacity
- Identifies, trains, and supports effective instructional mentors to sustain high-quality induction programs

EMPLOYEE RELATIONS BRANCH

The Employee Relations Branch strives to prevent and resolve issues and disputes between employees and management. It creates and enforces policies to ensure fairness and consistent application in the workplace. The Employee Relations Branch is comprised of three sections: the Labor Relations Section, the Negotiations Section, and the Investigation Section.

Labor Relations Section

- Administers the employee grievance/arbitration program, which includes processing employee/union grievances; provides advisory services and coordination of grievance hearings at the various levels; serves as the DOE advocate in grievance and arbitration cases; maintains a system of grievance recordkeeping and accountability; and conducts workshops for first-line

supervisors and middle-management personnel on the processing of employee grievances and contract administration.

- Plans and administers the public school system's contract administration, compliance, and monitoring program.
- Serves as liaison between the public school and various unions on employer-employee matters as required by state statutes and/or collective bargaining agreements.
- Provides guidance in processing employee disciplinary actions, non-renewal of employee contracts, and termination of employment for disciplinary reasons; maintains a system of recordkeeping and accountability for adverse disciplinary actions; and conducts workshops for first-line supervisors and middle-management personnel on the processing of adverse disciplinary actions.
- Fosters and maintains positive and cooperative working relationships with the unions.
- Coordinates Release Time requests for bargaining unit representation by the Hawaii Government Employees Association, Hawaii State Teachers Association, and the United Public Workers.

Investigations Section

- Provides investigative services concerning workplace complaints, including, but not limited to, highly sensitive, complex, and difficult complaints involving allegations of wrongdoing, violations of policy and ethics, and employee misconduct.
- Responsible for policies, guidance, and training related to employee investigations.
- Assists and advises, as required, regarding investigations and fact-finding related to allegations of employee misconduct.
- Responsible for suitability procedures, practices, analyses, determinations, and appeals.

Negotiations Section

- Provides research, technical information, staff support, and facilitation assistance to the negotiations teams and spokespersons for teachers and educational officers; may also serve as spokesperson.
- Provides research, technical information, and staff support to the negotiation teams for the classified bargaining units (Units 1, 2, 3, 4, 9, 10, and 13).
- Assesses the effectiveness of operations and procedures in relation to future negotiations.
- Coordinates the preparation of the initial intent and new contract language interpretation for teachers and educational officers.
- Provides staff assistance and maintains records and files on collective bargaining and negotiations, as mandated by the legislature or negotiated agreements, such as the Labor Management Cooperation Committee, Grievance Protocol Committee, and Labor Relations Committee.
- Maintains liaison between the Board of Education (BOE) and other state agencies in collective bargaining and negotiations matters, e.g., assisting in

coordinating the preparation of memoranda of understanding necessary to implement new provisions of negotiated agreements and assisting other state agencies on collective bargaining matters relating to collective bargaining units and employees.

- Advises the BOE members serving on the respective School Community Councils (SSC) Exception Review Committees for Bargaining Unit 5 and Bargaining Unit 6 on issues relating to requests for contract exceptions.
- Coordinates, monitors, and maintains the Consult and Confer process and all communication to the Unions as part of that process.
- Maintains the School Code/Standard Practices on personnel policies, regulations, and procedures as provided by the BOE and state statutes, which include recommending revision to conform to negotiated contracts to the BOE and providing interpretations of approved School Code/Standard Practices provisions.

CIVIL RIGHTS COMPLIANCE BRANCH

The Civil Rights Compliance Branch (CRCB) is dedicated to the department's overall compliance with Federal, State, and DOE Administrative Rules and Policy, which strictly prohibit any form of discrimination, including harassment and retaliation based upon a protected class, as it relates to students, employees, and members of the public who access the department's services, programs, and activities.

Protected classes include race; sex, including gender identity or expression; age; religion; color; ancestry; sexual orientation; citizenship; national origin; military/veteran status; disability; marital/civil union status; arrest and court record; genetic information; credit history; domestic or sexual violence victim status. The CRCB oversees the department's compliance with Federal laws that include, but are not limited to: Title IX of the Educational Amendment of 1972, also known as the Patsy T. Mink Equal Opportunity in Education Act; Title VI and VII of the Civil Rights Act of 1964, and as amended in 1991; Equal Educational Opportunity Act of 1974; the Americans with Disabilities Act of 1990, and as amended in 2008; the Rehabilitation Act of 1973, and the Pregnant Workers Fairness Act.

The CRCB promotes equal opportunity in educational programs and activities, employment opportunities, and access to Department of Education programs, services, and activities in compliance with various federal and state civil rights laws.

- Coordinates and promotes the public school system's equal employment opportunity program regarding non-discrimination based on race, color, sex, religion, national origin, ancestry, age, physical or mental disability, sexual orientation, marital status, arrest and court record, income assignment for child support, National Guard absence, uniformed services, breastfeeding, and citizenship status.
- Coordinates and promotes the public school system's equal education program regarding non-discrimination on protected grounds, including but not limited to race, color, national origin, sex, religion, or disability.
- Coordinates and promotes the public school system's equal access program related to non-discrimination based on disability.
- Publishes equal opportunity notices and information materials for dissemination to the public, students, parents/legal guardians, and/or employees.

- Provides training to school personnel, students, parents, and other groups on civil rights compliance matters.
- Develops equal employment and educational opportunity policies for adoption by the Superintendent of Education and the Board of Education.
- Responds to inquiries concerning the civil rights of students, employees, and the public; provides advice and assistance to school officials and program managers regarding compliance with federal and state civil rights statutes and regulations.
- Coordinates the department's response to compliance reviews and complaint investigations conducted by federal and state civil rights enforcement agencies, such as the U.S. Equal Employment Opportunity Commission, the U.S. Department of Education's Office for Civil Rights, the U.S. Department of Justice, and the Hawaii Civil Rights Commission.
- Conducts investigations of alleged civil rights violations in the public school system and/or supplements investigations conducted by school officials and program managers.

7. OFFICE OF INFORMATION TECHNOLOGY SERVICES

The Office of Information Technology Services (OITS) administers and manages information and telecommunication systems, facilities, and services of the public school system in order to support the department's mission of improving student achievement. OITS ensures that information technology and telecommunications support are provided efficiently and effectively, and in accordance with state laws, policies, and management principles.

The scope of OITS includes voice, data, video, information technology infrastructure, and support services for schools, complex areas, and state administrative offices. OITS provides the public school system with leadership and support in the management and use of information, telecommunications, instructional technologies and related resources; develops strategic plans, policies, procedures, and standards for information and telecommunication services; plans, implements, and maintains the information and telecommunication systems infrastructure, local and wide area networking, and statewide connectivity to provide training and technical support in use of voice, video, data, and information systems; and provides direct consultative services to schools through the assignment of staff to school sites.

Under the direction of the Assistant Superintendent, OITS, these functions are organized into six (6) branches:

- Enterprise Architecture Branch (EAB)
- Information Technology Project Management Branch (ITPMB)
- Enterprise Infrastructure Services Branch (EISB)
- School Technology Services and Support Branch (STSSB)
- Enterprise Systems Branch (ESB)
- School Process and Analysis Branch (SPAB)

ENTERPRISE ARCHITECTURE BRANCH (EAB)

The Enterprise Architecture Branch (EAB) is responsible for the development and management of the DOE's Enterprise Architecture (EA) program which consists of documented IT policies, processes, and standards. In addition, the EAB manages the enterprise architecture plan which is a living document consisting of the public school system's information and applications, and aligning that vision to the department's

goals, processes, roles, organizational structure, and organizational behaviors. The EAB, in collaboration with the department's leadership, defines the relationship of the department's information and systems to external parties. The EAB provides a synthesis of the people, processes, and technology required to deliver on the mission and goals of the public school system.

- Analyzes current and future planned DOE IT systems, applications, data, and business drivers to develop current and future Enterprise Architecture (EA) requirements and structures, considering systems, data, platforms, networking, programming techniques and languages, and the external and internal environment.
- Designs and develops criteria for DOE EA requirements, to include compatible systems, applications, networking, data, and the like.
- Ensures OITS EA strategy includes a balance of business, information, technical, and solution systems focused on today's DOE business requirements, but with the capacity to emerge and grow to support future requirements.
- Analyzes IT market and technology trends, to include emerging capabilities and systems, and their possible impact on DOE requirements, to identify areas requiring future EA changes and potential emerging capabilities and their impacts on DOE.
- Develops and manages enterprise architecture governance structure based on business and IT strategies via the Technical Architecture Review Council
- Oversees EA implementation and ongoing refinement to ensure robust support of DOE and OITS strategic goals and objectives, and ensures appropriate modifications to the EA are raised and acted on through the governance structure.
- Responsible for managing the Enterprise Architecture standards database which includes enterprise, application, data, integration, infrastructure and security standards.
- Develops and executes strategic communication plan for EA within DOE.
- Reviews all OITS projects being proposed for planning, design, implementation, and is authorized to approve, reject, or require remediation to ensure alignment with the DOE's Enterprise Architecture plan and standards.
- Provides expert advice regarding fit in the future EA, required modifications of either the project or the EA to accommodate emerging requirements.
- Perform other duties as assigned.

INFORMATION TECHNOLOGY PROJECT MANAGEMENT BRANCH (ITPMB)

The Information Technology Project Management Branch (ITPMB) is responsible for managing OITS' major projects to a successful conclusion, in support of the DOE's mission and strategic goals.

- The ITPMB also manages the development and application of knowledge and skills related to project management. This function includes the development and maintenance of project management methodologies, which contain processes, procedures, templates and systems that support the planning, execution, monitoring and completion of OITS projects, and training in project management for OITS personnel.

- The ITPMB is responsible for maintaining the Department's standard project management practices for information technology projects.
- The ITPMB is also responsible for the communication of overall project status related to its assigned projects to OITS leadership, and will manage the project change control process and project issue management process for OITS.
- It will work with other OITS branches in the integration of project management methodology.
- Assist in project selection, which will include project identification, project categorization, prioritization, selection, and project chartering.
- Responsible for project quality management, which includes quality assurance for projects, which may include project reviews, and quality control processes to ensure acceptance of delivered products and services.
- Perform other duties as assigned.

ENTERPRISE INFRASTRUCTURE SERVICES BRANCH (EISB)

The Enterprise Infrastructure Services Branch (EISB) is responsible for the planning, design, construction, and support of the department's statewide telecommunications network architecture and infrastructure. The EISB manages and administers access to the department's applications and provides the infrastructure to support employee workstations across the public school system. The EISB is organized into two (2) sections with two (2) support offices:

Enterprise Network Design Section (ENDS)

- Plans, coordinates, and schedules with the Office of Enterprise Technology Services in the state Department of Accounting and General Services for the access and use of their computer resources and services.
- Provides engineering, planning, installing and operating of the WAN that connects the school networks to the global network through WAN technologies.
- Determines requirements for WAN to support information technology infrastructure including data, image, and video communication systems in coordination with other state agencies, other offices in the department, and the schools.
- Plans and manages performance of Internet backbone access network through the commercial network service provider and manages network access to Internet II through the University of Hawaii.
- Plans and coordinates with other state agencies to implement and expand/upgrade the statewide backbone network, such as the state's institutional network (I-Net) to support data, video, and voice communication requirements for the department. Manages and operates the department's part of the I-Net to provide high capacity network connections.
- Evaluates WAN telecommunications hardware, software, and services. Develops specifications for competitive bidding and participates in evaluation of bids and selection of appropriate vendors and network transport service providers.

- Researches, analyzes, and assesses the applicability of the advances in WAN telecommunication technologies and services to stay abreast of major trends and potential applications for improving the department's WAN.
- Performs other duties as assigned.

Construction Design Section (CDS):

- This section plans, designs, installs, maintains, and repairs the physical telecommunication network for voice, video, and data in schools and district/state offices.
- Supports schools in planning, designing, upgrading, and installing voice, video, and data networks in accordance with the school technology plans and/or to address specific requirements (e.g., safety/security, special student needs, etc.).
- Plans, schedules, designs, and installs the school physical network infrastructure in accordance with school technology plans, industry/building standards, and department standards and requirements.
- Supports schools in participating in programs and applying for funds for school telecommunication network installation, operation, network enhancements, and upgrades. Processes program applications on behalf of schools (e.g., E-Rate Program).
- Participates in project planning (initial planning, review/revision), progress monitoring, and final inspections of telecommunication-related Capital Improvement Projects (CIP) for the schools.
- Perform other duties as assigned.

Enterprise Network Support Office (ENSO): This office is responsible for the planning, designing, installing, maintaining, and repairing the enterprise network that includes voice, data, video and physical plant infrastructure for schools, complexes, and state offices. ENSO is comprised of two (2) sections:

Enterprise Network Support Section (ENSS): Responsible for planning, designing, installing, and maintaining the network technologies that provide connectivity for the public school system.

- Plans and implements disaster recovery plans in cooperation with the other state agencies and department's offices.
- Plans, installs, and manages the network and computer access and security servers such as firewall server, intrusion detection server, Internet filtering server, anti-virus server, Internet cache server, load balancing server, etc. Monitors the network access for security, and coordinates security management with other sections/units in the branch and other offices in the division.
- Analyzes usage and performance data to monitor and optimize the capacity and effectiveness of the department's host and distributed computer systems and plans for their expansion.
- Works with services/system providers and end users in the resolution of problems involving the department's network and computer systems.
- Monitors the operation of the department's wide area data network (WAN) and the local area data networks participating in the department's WAN. Coordinates activities to correct any WAN malfunctions.

- Manages installation and upgrade of the departments WAN for data, and video for remote school/office sites and central communications center sites in accordance with school technology requirements, industry standards, and department's plans/requirements.
- Manages daily operations of the WAN for data and video, manages telecommunication network services provided by telecommunications service providers and WAN hardware/software vendors.
- Schedules and monitors the operations of statewide data, image, and video communication systems to optimize the use of available telecommunication resources. Monitors network performance of the WAN through the network management systems and takes appropriate action to provide network capacity required by various applications for the schools and offices.
- Manages Internet resources such as IP addresses, autonomous system number for the department. Allocates IP addresses to schools and offices. Designs, plans, and operates IP (public and private) assignment scheme to the schools and offices.
- Reviews and approves all requests for data, image, and video telecommunication network and services.
- Provides Internet and Intranet services to all department users and manages planning, installing, and operating of the various Internet server hardware and software used to provide the required services.
- Manages the department's Internet/Intranet computer resources; performs system management functions of the computer servers; manages user accounts; installs, configures, and maintains services such as E-mail, Web services, Usenet news, mailing lists, domain name services, Internet chat and others.
- Provides the security of the Internet servers; works with other Branch sections/units on planning and operations of the firewalls, intrusion detection system, web content filtering servers, anti-virus system, etc. Investigates computer security break-ins and cyber misconducts committed by the department users.
- Performs other duties as assigned.

Telecommunications Support Section (TSS): This unit plans, designs, installs, maintains, and repairs the physical telecommunications network for voice, video, and data for the schools, complex areas, and state administrative offices.

- Manages planning, installation, and operation of the voice network for the department's schools and offices.
- Provides support in planning and installing voice network infrastructure according to the school technology plan and planned administrative and instructional uses.
- Works with telecommunication service providers to secure quality and timely service at schools and offices, handles billing issues, and communicates to schools awareness of new services available to the department. Advises schools to ensure effective use of funds, credits, and reimbursements.

- Supports the schools in planning, procuring, configuring, installing, and upgrading of the voice processing systems, such as PBX and Voice over IP systems.
- Coordinates all voice-related services and equipment installation for schools through the Telecom Request process.
- Manages repair and maintenance requests by coordinating services provided by the unit and telecommunication equipment repair service providers.
- Coordinates with other state agencies in the use of the statewide voice network system and service projects and contracts.
- Installs, analyzes, and tests school and office voice network, voice system and components, determining the cause of any problem, and replaces or repairs the source of the trouble. Provides periodic preventive maintenance of voice network and equipment as needed.
- Performs other duties as assigned.

Systems Infrastructure Office (SIO): This office is responsible for operation of computer hosted and distributed servers; security access, controls, monitoring, and security architecture; disaster recovery plans and procedures; system and network performance data analysis and monitoring; and management of system resources include allocation of data storage and storage area network resources. In addition, this section will setup and distribute standard workstation images and content to user workstations and computer devices. SIO is comprised of two (2) sections:

Systems Administration Section (SAS): Responsible for operation of computer hosted and distributed servers; security access, controls, monitoring, and security architecture; disaster recovery plans and procedures; system and network performance data analysis and monitoring; and management of system resources including allocation of data storage and storage area network resources.

- Designs, implements, and provides system administration for internal networked servers which support infrastructure for this branch's daily operations as well as other local and statewide applications.
- Manages the DOE-wide distributed server infrastructure.
- Performs system administration of all servers. Defines and implements database administration including both logical and physical file structures.
- Defines, configures, and implements server data replication and data backup policies.
- Manages operations of enterprise computer host and distributed servers for administrative and instructional uses, including servers for network access and protection, and the storage area network systems.
- Develops and implements procedures and safeguards against unauthorized access to departmental systems and networks, and manages and grants user authorization to access application systems and data.

- Installs and maintains operating system, database management, networking, and system utility software for the department's host and distributed computer systems.
- Prepares bid specifications for planned resources and acquires and installs major computer hardware and software.
- Manages system resources, including the allocation of data storage resources, storage area network resources for the department's host and distributed computer systems.
- Plans and manages the computer data backup library and the safekeeping of data files through appropriate backup systems and off-site storage.
- Performs system administration and maintenance functions for the Internet and Intranet servers. Applies all software upgrades and patches, manages new installation and upgrade of hardware and software.
- Evaluates, monitors, and analyzes performance of the Internet and Intranet servers and network connections/utilization for effective capacity planning and performance optimization.
- Performs other duties as assigned.

School Infrastructure Section (SIS): In conjunction with school technology coordinators, this unit is responsible for the setup and distribution of standard workstation images and content to user workstations and computer devices.

- Provides technical support in resolving computer hardware and software problems, as well as data communication problems.
- Provides assistance to state and district offices in setting up, configuring, and trouble-shooting of hardware and software.
- Plans, installs, and supports internetworking connections between the school local area network (LAN) and the WAN for schools' access to the Internet and the Intranet, sets up and supports Internet services such as NAT, DHCP, DNS, Network Security System, Network Management System, etc.
- Provides support in the area of installation, administration, and management of the network for schools and offices; and provides support in management and use of the networked resources effectively and efficiently.
- Provides technical consultation and support in planning, designing, implementing, and operating networked applications of the schools operating in the school LAN, across the department's WAN and Internet.
- Determines the network requirements for the school, provides support in selection and procurement of the network infrastructure that meets the requirements of planned or existing applications.
- Participates in establishing, reviewing, and updating the department's networking policies, standards, and procedures for the installation and operation of telecommunication networks for voice, video, and data. These reviews are based on the current and emerging technologies and their potential benefit of the educational objectives and administrative needs of the schools.

- Provides second level technical support to users in the schools and offices in troubleshooting problems and providing assistance with the Internet services offered. Provides support to the school technology personnel in the schools, who provide the first level of technical support.
- Sets up Internet and Intranet client applications and services for the schools and offices. Advises users with problems determination and resolution for Internet and Intranet application systems.
- Maintains and repairs school physical telecommunication network for voice, video, and data.
- Performs other duties as assigned.

SCHOOL TECHNOLOGY SERVICES AND SUPPORT BRANCH (STSSB)

The School Technology Services and Support Branch (STSSB) is dedicated to improving the quality and responsiveness of information technology services and support to the schools, complex areas, and state administrative offices. The STSSB is responsible for establishing and managing service level agreements with internal Department of Education (DOE) customers.

The STSSB is organized into two sections:

IT Managers Section (ITMS): Dedicated to support complex areas, this section is responsible for providing localized technical support and collecting user feedback to better serve the users of DOE applications at the school and complex area levels.

- Provides consultative design services to schools and offices to meet their customized functional needs.
- Provides Tier 3 onsite user support in access and use of the telecommunication network, networked computer resources and applications.
- Supports the schools in effective use and application of standard statewide computer applications.
- Researches, reviews, analyzes, and assesses emerging telecommunications technologies and services for possible applications and practices to improve instructional and administrative functions and improve student performances. Informs and advises schools of possible use of these technologies to achieve their instructional and administrative objectives.
- Evaluates telecommunications hardware, software, and services for possible school applications.
- Evaluates effectiveness of the technology and telecommunication network implementation and use in the functional areas, and makes recommendations for improvements.
- Develops and proposes budget requirements for future network projects according to school-identified priorities and technology plans. Assists schools in the selection and purchase of equipment and software necessary to implement and maintain their technology projects.
- Perform other duties as assigned.

IT Information and Support Section (ITISS)

Responsible for planning, coordinating, administering, and implementing a department-wide support, information, and service desk program on information technology systems and services to continually develop the knowledge and skills of administrators, professional and technical staff, and clerical personnel to efficiently and effectively use department-wide information technology systems. This section is comprised of (3) units:

IT Information and Support Unit I (ITISU I):

- Responsible for administration and support of the ITSM tool and phone system for the IT Help Desk, management and maintenance of Information Technology Centers.
- Provides system administration and support for the Information Technology Service Management (ITSM) tool used to track IT help desk requests submitted by Department administrators, faculty, and staff. Work with vendor to plan upgrades, organize testing of releases, troubleshoot tech issues, slow response times, browser compatibility etc.
- Provides system administration and support for the Call Manager (phone) system and integration with the ITSM tool.
- Manages desktop systems and technology for ITISS staff and in Information Technology Centers (ITCs) located on Oahu, Kauai, Maui and the Big Island.
- Provides/arranges training sessions for ITISU III support staff on technology topics in order to support Department customers.
- Assists with IT process improvements and supports operations of ITSM tool.
- Perform other duties as assigned.

IT Information and Support Unit II: (ITISU II):

- Responsible for establishing and improving IT support processes.
- Define and document IT support process flows in collaboration with IT and related support staff.
- In collaboration with appropriate personnel (IT staff, SMEs, business analysts, etc.), create new and/or improved processes based on best practices and user feedback to improve efficiency among support staff and meet customer service requirements of Department end users.
- Work with IT and related support staff to implement updated processes and ensure continuous process improvements.
- Work with ITSM system administrator and Help Desk support staff to ensure processes are reflected in implementation and operation of ITSM tool.
- Provides/arranges training sessions for ITISU III support staff on technology topics in order to support Department customers.
- DPSA: Perform backup ITSM and phone system administration support.
- Perform other duties as assigned.

IT Information and Support Unit III: (ITISU III):

- Responsible for first line of support to troubleshoot IT access and technical issues, communicate information related to IT services, and provide online resources on effective use of supported IT services.
- Provide an intake and escalation point for IT-related issues and tracking of these issues using IT Service Management (ITSM) tool.
- Refer users to appropriate areas of support.
- Assist users with password resets and login issues.
- Provide support and user assistance on DOE supported email system.
- Convey information on the status of the DOE's network and enterprise systems (i.e., what is up/down).
- Convey information on IT updates and alerts such as end-of-life for browsers, OS, etc.
- Convey information related to security awareness (e.g., guidance on protecting passwords, phishing alerts, etc.).
- Develop an online "one stop shop" for the above information, as well as "getting started" and "guide to services" information
- In consultation with schools and offices, assesses education needs, and develops online documentation and resources to develop knowledge and skills in the use of supported IT systems and technologies for administrative and educational operations.
- Provides/arranges training sessions for ITISU III support staff on technology topics in order to support Department customers.
- DPSA: Perform backup ITSM and phone system administration support.
- Assists with IT process improvements and supports operations of ITSM tool.
- Perform other duties as assigned.

ENTERPRISE SYSTEMS BRANCH (ESB)

The Enterprise Systems Branch (ESB) consolidates into one branch the responsibility for designing, developing, implementing, and supporting the core student information, operational applications, and enterprise resource planning (ERP) of the public school system. The scope of ESB includes the design, development, and implementation of requested enhancements to existing DOE applications, as well as investigating and resolving application issues or deficiencies. The ESB is organized into four (4) sections with an Enterprise Resource Planning System Office coordinating the ERP functions:

- Web Applications Development Section (WADS): Responsible for the department's SharePoint, Lotus Notes database applications and other various custom built web based application development and support.
 - Plans, designs, develops and implements system-wide functional enhancements to the department's Web and SharePoint applications based on business requirements.

- Provides design and overall direction to the technical staff on the programming of enhancements or new uses for Web and SharePoint software.
 - Provides Lotus Notes applications development and support for existing State and School Level applications.
 - Coordinates efforts to ensure the department's web sites comply with the Americans with Disabilities Act directives and Children Internet Protection Act.
 - Participates in planning, designing, and implementing of the department's Internet and Intranet Web and SharePoint application plans.
 - Applies web-services technologies to create web-based computer applications and associated data bases for financial and other administrative needs.
 - Provides maintenance and level III user support of Web and SharePoint applications.
 - Performs other duties as assigned.
- Instructional Improvement Systems Section (IISS): Responsible for the department's core student applications for learning management, case management, and student information management. Core student applications in scope include, but are not limited to, eCSSS, SIS and the future Instructional Improvement System which consolidates the functions of these systems.
 - Assists the development, maintenance and adherence to policies and procedures, standards, and guidelines to ensure quality processing, communication, and dissemination of student information and data.
 - Provides technical consultation in planning and developing new or enhanced student information systems in order to ensure long-term compatibility and usability of information and data.
 - Provides support for the development, maintenance, and support for core student applications.
 - Assists in the planning, requirements gathering, design, implementation, testing and operations of new core student applications or enhancements of existing ones.
 - Provide input on technical and strategic decision making for the department when requested.
 - Performs other duties as assigned.
- Facilities IT Services Section (FITSS): Responsible for providing IT support services to the Office of Facilities and Operations (OFO) for operations and upgrades to various Facility IT systems.
 - System Analysis, Planning, Project Management.
 - Systems Procurement services.
 - Enterprise Software licensing support.
 - Enterprise System Analytical and Programming Support - Web Design/Update, Lotus Notes database.

- Electronic Leave System (ELS) – Software provisioning, user support, administration, maintenance.
- Performs other duties as assigned.
- Data Management Section (DMS): Responsible for department's data warehouses and reporting applications. This section provides requirements definition, system design, development, maintenance, operation, and support of decision support applications and associated integrated databases. These applications transform and integrate data from the department's operational data systems into an integrated data structure optimized for on-line analysis.
 - Assists with system and database management, system analysis, analysis of hardware and software alternatives, and programming support for the development and installation of new application systems for information processing.
 - Assists with enhancement and maintenance support for existing statewide application systems to meet user requirements and implement new or revised system software and hardware.
 - Assists with planning and designing the databases for statewide school application systems.
 - Provides assistance in the preparation of technical specifications for bids and contracts relating to DOE database architecture and standards, and participates in the selection process.
 - Designs and implements data integration between internal and external DOE applications using Extract, Transform and Load (ETL) as well as Enterprise Application Integration (EAI) such as SQL Server Integration Services (SSIS) and Microsoft BizTalk.
 - Performs other duties as assigned.

The Enterprise Resource Planning Systems Office (ERPSO) is responsible for DOE support of the statewide Financial Management System (FMS), time and attendance, budgeting and human resources applications. This office will also provide DOE support for the Statewide Implementation of an Enterprise Resource Planning System.

- FMS Section (FMSS): Responsible for the design, development, enhancement, maintenance, and support of FMS.
 - Provides systems support for the department's financial management system.
 - Plans and designs the databases for application systems.
 - Provides systems support for the department's primary financial systems which includes purchase order processing, payment processing, fixed assets, general ledger, cash receipts, and other accounting functions residing on a mainframe computer.
 - Develops technical user manuals required to utilize, operate, enhance, and maintain these computer-based application systems. Also provides technical assistance in user training on new application systems.
 - Plans and designs the databases for application systems.

- Performs technical evaluation and testing of new hardware and software tools to facilitate the enhancement of the department-wide financial management systems.
- Performs other duties as assigned.

Time and Attendance Systems Staff (TASS): Responsible for the Time and Attendance (Tm&Att) System planning, design, implementation and Tier 3 support to all schools and offices statewide. In addition, TASS in collaboration with the School Technology Support Branch provides Tier 3 support and assistance in troubleshooting as well as assist in the development of training materials.

- Provides application maintenance of the production and testing environment within the Time and Attendance (Tm&Att) System.
- Performs software testing on the Tm&Att System.
- Assists the Office of Fiscal Services to define technical requirements regarding Leave Accounting and Time and Attendance and translate them into technical specifications.
- Resolves Tier 3 Tm&Att system problems/errors.
- Assists the ISTU in the development of Time and Attendance system user manuals for distribution to all schools and offices.
- Develops programming documentation to operate, enhance, and maintain these systems.
- Performs other duties as assigned.

Budget Systems Section (BSS): Responsible for the design, development, enhancement, maintenance, and support of the budget system.

- Provides systems development, enhancement, and maintenance support for the department's Budget Preparation and Budget Execution systems: Budget System, Allocation Notices, Carryover, Mass-Load of Adjustments and Interfaces, Financial Plans, WSF and ICAA Buy/Sell, eHR reference tables, modifications to the Financial Data Warehouse, Budget Preparation System, Salary Projection, Biennium & Supplemental Adjustments, Biennium Request & Review Forms, Biennium Book, and Budget Prep Reports.
- Provides system and database management, system analysis, hardware and software alternatives analysis, and programming support for the development and enhancement of new budget system requirements: Casual Payroll System, OTM Reports, and Facility Inventory System,
- Provides enhancement and maintenance support for statewide budget application systems to meet the budget director's and budget analysts' requirements, and also requirements from the legislature and the Budget and Accounting Office's requirements: Monthly Financial Reports that integrate data from Budget System and FMS and reports.
- Develops documentation required to use, operate, and maintain these computer-based application systems and provides technical assistance in user training.
- Plans and designs the database for application systems. Performs database administration (DBA) functions that include regular monitoring of database

activity to detect and correct conditions that may lead to database corruption or decreased performance.

- Provides technical support in resolving software problems.
- Assist in the technical evaluation and testing of new hardware and software tools to facilitate the development and enhancement of the department's Budget systems.
- Performs other duties as assigned.

Human Resources Application Section (HRAS): Responsible for the design, development, enhancement, maintenance and support of the DOE's human resources and payroll pre-processing computer system applications.

- Provides systems development, enhancement, maintenance and support for the position management, employee recruitment/job referral, employee background check/review, employee job assignment, employee salary classification/qualification, employee personnel action, employee payroll payment transaction, tax shelter annuity payroll deduction transaction, statutory due payroll deduction transaction, teacher leave transaction, employee professional development and employee workers' compensation functions on e-HR servers, PDE3 servers, VAX Alpha, TSEAS VIP server, Workers' Compensation Renaissance server and ICSD's IBM mainframe.
- Manages the VAX Oracle RDB Personnel/Payroll and Time & Attendance database structures and program libraries, and performs database administration (DBA) functions that include daily monitoring of database activity to detect and correct conditions that may lead to database corruption or decrease performance.
- Provides systems development, enhancement, maintenance and support for the DAGS Salaried Payroll Change Schedule Employee Transactions, DAGS Non-Salaried Employee Payroll Time Card Transactions, DAGS Payroll Register Employee Transactions, DAGS Employee W-2 Transactions, DAGS Payroll Employee W-2 Address Transactions, DAGS Payroll Employee Tax Exemptions/Marital Status File, DHRD Workforce Employee Files, ERS Employee Personnel Action Transactions, ERS Participants File, B&F Labor Negotiation Employees File, DAGS Employee EEOC Occupations File, DAGS Overtime Employee Transactions File, ING Deferred Compensation Employees File, NBS DAGS Payroll Tax Shelter Annuity Employee Deduction Transactions, DAGS Payroll NBS Employee Tax Shelter Annuity Payroll Deductions Disbursement File, MBC Teachers/Course Subjects Being Taught File, UPW Employees File and HGEA Employees & Positions Files external DOE file transfer interfaces as well as internal DOE file transfer interfaces with the FMS, Budget and Time & Attendance Computer Systems.
- Provides technical support in resolving software problems
- Assists in the technical evaluation and testing of new hardware and software tools to facilitate the development and enhancement of personnel and payroll pre-processing computer application systems.
- Performs other duties as assigned.

SCHOOL PROCESS AND ANALYSIS BRANCH (SPAB)

The School Process and Analysis Branch (SPAB) is responsible for the management and oversight of a consolidated center of expertise with resource teachers who can translate instructional and classroom requirements into technology solutions through business analysis processes and standards. The SPAB enters and updates Authorized Courses and Code Numbers (ACCN) for enrollment/curriculum systems in collaboration with the Office of Curriculum and Instructional Design (OCID) and may lead eCSSS or SIS projects upon request. The SPAB also has responsibility for issuing and collecting federal surveys. The SPAB is organized into two (2) sections:

- School Process and Analysis Section (SPAS): Responsible for interacting with school and complex area personnel to gather requirements to inform improvements to DOE applications, telecommunications, and technical infrastructure.
 - Creates, reviews, updates user documentation and user guides for enrollment/curriculum systems (SIS, eCSSS; Future applications which may include IIS).
 - High level training, e.g. registrar operations, master scheduling, school year beginning/ending registrar tasks, athletic eligibility, counselors, etc.
 - Reviews and sends updates for enrollment/curriculum systems (SIS) training videos.
 - Assists in user testing for enrollment/curriculum systems (SIS, eCSSS; and IIS in the future).
 - Assists with DOE and enrollment/curriculum systems (SIS, eCSSS) help desk calls and email as 3rd level support.
 - Provides input requiring school expertise regarding Registrar/Registrar clerk type of responsibilities when requested.
 - Reminds schools to check error reports and assists schools in solving data errors when requested.
 - Troubleshoots discrepancies in GPA, credits, and master schedule student schedules when requested.
 - Works with other offices and or other sections regarding discrepancies and movement of large numbers of students upon request (case by case)
 - Develops business requirements and functional specification of core student applications.
 - Performs student setup changes, communicates with schools to develop customer reports in core student applications.
 - Assists with core student application testing.
 - Performs other duties as assigned by the SPAB Director
- Federal Survey Section (FSS): Responsible for the planning, support, inventory, sorting, packing, checking, coding, data entry and shipping of Federal Surveys. The FSS also works with schools and military branches to correct /complete information on the federal survey cards. Perform other duties as assigned.

8. OFFICE OF HAWAIIAN EDUCATION

“Kīpuka Hawai‘i
Ma‘ema‘e i ka pō
I popohe ka ‘āhihi
Ko Hawai‘i pono‘ī”

The Office of Hawaiian Education (OHE) provides leadership in the Hawai‘i Department of Education to ground public education to Hawai‘i, ensuring that all students, staff and faculty can embrace an island consciousness that permeates our system of learning and teaching. That island consciousness is built on a foundation of HĀ: Belonging, Responsibility, Excellence, Aloha, Total Well Being and Hawai‘i. OHE invites all learners and leaders to investigate their readiness to articulate, elevate and activate self and others through a learning journey that increases competency in ‘ōlelo Hawai‘i, appreciates Hawaiian ways of knowing, and honors Hawai‘i, the place we live in.

To do this, OHE works to increase the Hawaiian education competency of our system through:

- Professional development opportunities in ‘ōlelo Hawai‘i, ‘ike Hawai‘i and mo‘olelo Hawai‘i;
- Relationship building with ‘āina based education entities;
- Guidance on curriculum development practices of place;
- Facilitation of open invitation story building;
- Assessment for learning protocols.

In addition, OHE provides leadership to all department stakeholders to support an appropriate and comprehensive Kaiapuni system of education. OHE works to ensure that the basis for Kaiapuni education is aligned with the linguistic and cultural needs of ‘ōlelo Hawai‘i learning environments.

9. ADMINISTRATIVE ASSISTANT OFFICE

The administrative assistant to the Superintendent of Education provides staff support by coordinating the department’s response to requests for administrative information and action from the Board of Education, legislature, other Executive Branch agencies, officials from other state and federal educational agencies, interest groups and the general public and ensuring that the department is advancing on the goals laid out in the Strategic Plan.

- Maintains control of all incoming and outgoing executive communications and records management for the Office of the Superintendent.
- Assists the Superintendent in proposing agenda items for Board meetings; assures timely availability of staff reports, study materials and resource persons from appropriate staff offices and coordinates follow-up staff action on Board requests made to the Superintendent.
- Serves as the Superintendent’s liaison with the State Legislature, as directed; coordinates department staff work in response to legislative requests for information, legislative reporting, drafting and seeking introduction of legislation, monitoring the status of pending legislation, and preparing testimony and monitoring committee hearings on proposed legislation.

- Assists the Superintendent in coordinating the department's participation in administrative programs and activities of the Executive Branch including coordination of legal issues and lawsuits.
- Responds to news media, group and public requests for information, including Chapter 92F, Uniform Information Practices Act, H.R.S., and responds to or revers inquiries to appropriate sources.
- Advises and assists the Superintendent in complying with state protocol and fulfilling obligations as a public officer in dealing with individuals and organizations representing national and international interests in public education.
- Provides other personalized administrative assistance to enable the Superintendent to carry out duties and responsibilities as the Board's executive officer for the public school system.
- Coordinates special projects in which other agencies or private organizations are involved, as assigned by the superintendent.

10. INTERNAL AUDIT OFFICE

The Internal Audit Office provides independent, objective assurance and consulting services to add value and improve the DOE's operations and internal control structures. Internal Audit assists the DOE to accomplish its objectives by bringing a systematic, disciplined approach to evaluate and contribute to the effectiveness of risk management, control, and governance processes.

The Internal Audit Office's primary responsibilities include reviewing the effectiveness of the internal control structure, identifying opportunities for process and control improvements that would mitigate risk exposures, monitoring compliance with laws, regulations, policies and procedures, and sharing best practices throughout the DOE. In carrying out these primary responsibilities, the Internal Audit Office will, among others:

- Annually develop and execute a flexible audit plan using an appropriate risk-based methodology, for the evaluation of critical financial, operational and compliance processes that provide oversight and controls to the DOE.
- Review and monitor that corrective action plans, recommendations for improvement, and correction of reported deficiencies resulting from internal, external, or legislative audits, have been effectively implemented and addressed.
- Coordinate audit activities with the State Department of Accounting and General Services (DAGS) Audit Division, the Office of the Legislative Auditors, and external auditors to ensure proper coverage and minimize duplication of efforts.
- Examine the effectiveness of all levels of management in their stewardship of DOE assets and resources.
- Conduct investigations of allegations concerning DOE fund or asset misappropriations.
- Promote understanding and appreciation of internal controls and their application to the DOE's operations through written and oral, formal and informal, communications with management and the Board of Education, where applicable.

The Internal Audit Office is independent of all other departments within the DOE, and is free from undue influence in selecting and determining the scope of activities, performing examinations, and communicating the results. The Internal Audit Director reports directly to the Superintendent of Education and the Chairperson of the Board of Education.

11. WORKFORCE DEVELOPMENT BRANCH

The Workforce Development Branch improves the capacity of HIDOE to better prepare students for the current and future workforce. The branch is dedicated to coordinating with existing and emerging business sectors in Hawaii to effectively facilitate the implementation of educational opportunities that expose students to viable career paths while allowing them to gain the necessary skills for future employment. The Workforce Development Branch is fully committed to pursuing and nurturing partnerships to implement and advance a robust and effective workforce development program that positions students for high-skill, high-wage, and future-focused careers upon graduation.

DEPARTMENT OF EDUCATION
OFFICE OF THE DEPUTY SUPERINTENDENT
FUNCTIONAL STATEMENT

DEPUTY SUPERINTENDENT OF EDUCATION

The Deputy Superintendent assists the Superintendent of Education in executing duties and responsibilities of the office, and is delegated authority to act for the Superintendent of Education.

The Deputy Superintendent is responsible for leading, directing and supervising the academic and educator development functions of the Department of Education, as well as serving as the line officer for school operations. The Deputy Superintendent also directly manages projects or issues that are of special significance to the Department's mission or Strategic Plan.

This position oversees the Department's 15 Complex Areas, the Monitoring and Compliance Branch, and the Coordinated Support Office.

The following branches and offices report directly to the Deputy Superintendent.

1. COMPLEX AREA SUPERINTENDENTS

Public schools are assigned, for administrative purposes, to complex areas of one or more school complexes, each consisting of a high school and its feeder middle and elementary schools. There are fifteen (15) complex areas in the statewide public school system. Each complex area is supervised by a complex area superintendent who reports directly to the Deputy Superintendent. The complex area superintendent assists individual schools and school complexes in meeting the Hawaii Content and Performance Standards, Hawaii Goals for Education, and the education renewal initiatives of the state and federal government. Complex area superintendents exercise supervision over school renewal specialists and other educational support personnel and monitor the provision of centralized fiscal, personnel, and facilities support by other DOE state offices to facilitate school renewal efforts.

Complex Area Superintendent

- Supervises schools in a complex area and provides area-wide program coordination and support of special education, special services, and federal-funded programs.
- Provides area-wide program coordination and support of special education, special services, school-based mental health and federal-funded programs.
- School-Based Support Services: Occupational and Physical Therapy Program
 - Administers the Occupational and Physical Therapy Program (OT/PT)
 - Coordinates with the schools to identify health problems and occupational and/or physical therapy needs as related to the students' educational programs in the district. Assures appropriate resources to the schools to provide occupational and/or physical therapy services to support the educational program of identified students.

- Consults with school personnel, families and others to assure that there is integration of educationally related OT/PT strategies into the school curriculum and home.
 - Collects appropriate data to assure compliance of timelines and that eligible students are receiving the necessary occupational and/or physical therapy services.
 - Collaborates and coordinates with the state office to assure that there is conformance with program standards and established procedural guidelines.
 - Coordinates with the state office for orientation of new occupational and/or physical therapists.
 - Coordinates with the schools to assure appropriate office space for the therapy staff within the district.
- Reviews each school's strategic and academic/financial plans for, and progress towards, attaining effective school status.
 - Provides consultation and professional assistance to schools and complexes to ensure sound planning, effective implementation, and efficient use of available school resources for curriculum, instruction, and student services reform aspects of school renewal.
 - Facilitates, monitors, and assesses the effectiveness and responsiveness of fiscal, facilities, personnel, information and telecommunications, and other administrative support services that are centrally administered by DOE state offices and other state agencies; maintains liaison between schools and the central services agencies to assure that services meet current operational and projected school renewal requirements.
 - Coordinates schools' requests for assignment of school renewal specialists from Office of Curriculum and Instructional Design and/or Office of Student Support Services or from other complex areas or complexes to assist a particular school or complex in its restructuring efforts; exercises field supervision over school renewal specialists who are assigned to assist the schools and complexes.
 - Promotes collaboration among schools in each complex to articulate their educational programs and student performance expectations, coordinate school renewal and improvement efforts, and share resources.
 - Coordinates sharing of resources among complexes in the area, and cooperative support arrangements between complex areas.
 - Develops and maintains collaborative partnerships with the University of Hawaii and other institutions of higher learning to support school renewal efforts of the complex area schools.
 - Maintains liaison with government, community, and business organizations and officials on matters of mutual interest involving the complex area's schools. Conducts meetings and hearings to ensure administrative due process for students and employees of the complex area in accordance with law and department rules and regulations.

Schools

Public schools assigned to the complex areas include elementary, intermediate and middle schools, high schools, special schools for qualified students with disabilities, and institutionalized juvenile delinquents, offering instruction in grades K-12; and community schools for adults.

Complex Learning Support Centers

Complex learning support centers facilitate sharing of curriculum and instructional resources among schools of a school complex, which consists of a high school and its feeder elementary and intermediate or middle schools. The complex learning support centers provide technical support to schools in the complex. In addition, there is much collaboration between and among support centers.

2. MONITORING AND COMPLIANCE BRANCH

The Monitoring and Compliance Branch evaluates and ensures that the Department adheres to federal laws, U.S. Department of Education requirements and regulations, and Board of Education policies related to the implementation of ongoing federally funded programs.

This office conducts federal program monitoring to assess compliance and implementation fidelity across state offices, Complex Areas, schools and, where applicable, the Public Charter School Commission.

As the primary liaison with federal program officials, the Monitoring and Compliance Branch upholds the Department's State Educational Agency's responsibilities defined under federally funded programs.

The office provides essential technical assistance regarding federal grant compliance to Department staff, empowering them to navigate complex laws and regulations effectively.

The Monitoring and Compliance Branch is responsible for the Dispute Resolution Procedures required under the Individuals with Disabilities Education Act and Chapter 60, Hawaii Administrative Rules, and the complaints process applicable under the Elementary and Secondary Education Act, as amended.

3. COORDINATED SUPPORT OFFICE

This small, nimble team, led by the Deputy Superintendent's executive assistant/chief of staff, provides staff support to the Deputy Superintendent to increase his/her capacity to successfully perform critical daily functions; manage high-level special projects and coordinate cross-functional efforts across offices.