

HAWAI'I TEACHER STANDARDS BOARD EXECUTIVE DIRECTOR EVALUATION STANDARDS

Duties Summary:

Provides executive staff services to the members of the Hawai'i Teacher Standards Board as assigned by the Chairperson; directs the effective operations of the Hawai'i Teacher Standards Board office; assists and advises Hawai'i Teacher Standards Board members in the direction of operations and activities of the Board as a whole; and performs other related duties as required.

Distinguishing Characteristics:

This class is distinguished by its responsibility to provide a variety of executive staff services to the members of the Hawai'i Teacher Standards Board, to assist Board members in the development of Board plans, activities, budget, rules, policies, and procedures and to direct the effective operations of the office of the Hawai'i Teacher Standards Board. This class is given wide latitude in the planning, organizing, and implementation of executive staff assignments.

STANDARD 1: PROVIDES LEADERSHIP TO THE BOARD AND HAWAI'I TEACHER STANDARDS BOARD (HTSB) ORGANIZATION

- 1.1 Develops, communicates, and implements the vision and mission of the HTSB.
- 1.2 Advocates high expectations for teaching.
- 1.3 Demonstrates commitment to attain optimal performance of the Board.
- 1.4 Utilizes multiple resources to support the priorities of the HTSB.
- 1.5 Fosters the board's reflection on decisions and provides feedback for adjustment of HTSB's goals.
- 1.6 Promotes the advancement of the teaching profession through state approval of teacher education, the licensing and license renewal process, and National Board Certification.
- 1.7 Monitors government relations affairs; initiates action and involvement with federal and state agencies; informs members as to the implications of and recommended responses to government affairs issues. Enables HTSB to play a leadership role in public policy by maintaining effective relations with other organizations, both public and private, and providing leadership in these settings in accordance with Board policies and objectives.
- 1.8 Represents and advocates for the interests and positions of the Hawai'i Teacher Standards Board to the Legislature, the general public, and other public agencies and private organizations.
- 1.9 Introduces research, trends, initiatives to inform the Board's discussions and development of policy.

STANDARD 2: PROMOTES POSITIVE AND EFFECTIVE COMMUNICATIONS WITH TEACHERS, MEMBERS OF THE BOARD, AND STAFF

- 2.1 Develops effective public relations with teachers, board members, staff, students, and partners in the community.
- 2.2 Communicates and interacts effectively with staff, board, teachers, and partners.
- 2.3 Seeks input from stakeholders for improvements in communication, efficiency of the organization, and development of policies.
- 2.4 Encourages and establishes open, effective communication.

- 2.5** Utilizes effective strategies in setting performance expectations, planning, decision-making, problem-solving and conflict resolution to provide service and assistance to teachers, members of the board, and various agencies.
- 2.6** Encourages the development of community partnerships and utilizes resources effectively.
- 2.7** Ensures that the officers and members of the Hawai'i Teacher Standards Board are kept fully informed on the conditions and operations of the Board office and are provided with all relevant information affecting Board operations.
- 2.8** Maintains a collaborative working relationship with Hawai'i teacher education institutions and other education stakeholders on current issues relating to teacher quality.
- 2.9** Confers with the Board of Education, high level administrative officials and professional staff of the Department of Education, teacher education institutions, relevant national organizations, and state and federal agencies to facilitate the accomplishment of Board policies, objectives, and goals.

STANDARD 3: MAINTAINS HIGH STANDARDS OF PROFESSIONALISM

- 3.1** Demonstrates and promotes high standards of ethics, honesty, and integrity.
- 3.2** Pursues professional improvement activities to strengthen own leadership performance.
- 3.3** Demonstrates professionalism in interactions with stakeholders.
- 3.4** Demonstrates ability to self-assess and to reflect on administrative practices.
- 3.5** Keeps abreast of current national trends in teacher standards and licensing and other issues relating to teacher quality.

STANDARD 4: MANAGES THE FULL SCOPE OF BOARD ADMINISTRATIVE RESPONSIBILITIES

- 4.1** Complies with applicable State statutes, federal laws, regulations, procedures, contractual provisions, and other governance parameters.
- 4.2** Attends to all required administrative functions such as hiring, supervision, and evaluation of staff; maintenance of a well-functioning organization; sound fiscal operations and accounting of HTSB property; timely completion of reports; adherence to DOE and State policies.
- 4.3** Manages available resources for optimum benefit to teachers, board, and staff.
- 4.4** Manages problems and solutions as they arise in the office and with staff, and board.
- 4.5** Secures and uses resources to attain HTSB's goals and objectives.
- 4.6** Maintains standards for a safe, orderly, effective working environment and strives to maintain the security of HTSB files, data, and operations.
- 4.7** Assists Hawai'i Teacher Standards Board members in the development and recommendation of policies and programs and administers and implements policies, procedures, and programs of the Board.
- 4.8** Evaluates current programs in terms of identified goals and objectives.
- 4.9** Provides staff services to and assists the Hawai'i Teacher Standards Board in the establishment and review of teacher licensing standards.
- 4.10** Develops the Hawai'i Teacher Standards Board operating budget and implements the approved operating budget.
- 4.11** Oversees the implementation of Act 314 SLH 2001 in developing National Board Candidate Support.
- 4.12** Maintains public records of the Board, including written minutes of all Board meetings.