

# INTERIM SUPERINTENDENT APPLICATION

The Board of Education (the “Board”) is searching for an interim superintendent of education to head the Hawaii Department of Education upon the departure of the current superintendent and until the Board appoints a new permanent superintendent. The Board has established a committee (the “Committee”) to conduct the search and recommend a nominee for appointment. The projected period of service for this interim position is from August 1, 2021 through at least March 2022, although the exact service period will heavily depend on other circumstances.

The Committee is seeking candidates who can address the following major, immediate challenges:

1. Assessing learning loss and social-emotional needs of each student and developing plans to address these needs, including targeting supports to students who would benefit the most from enhanced learning;
2. Developing, adjusting, and communicating clear and timely plans to promote as much safe in-person learning as possible while still offering the flexibility of quality distance learning options or effective hybrid models; and
3. Restoring trust and confidence in leadership through clear, timely, and transparent guidance and communication to students, families, staff, and the public.

**You must complete this form in its entirety and submit it by 11:59 p.m., April 30, 2021 for the Committee to consider your application.**

Follow the instructions below to submit your resume and other information. If you have questions, contact the Board’s office at (808) 586-3334 or [boe.hawaii@boe.hawaii.gov](mailto:boe.hawaii@boe.hawaii.gov).

## Cover Letter and Resume

Attach a cover letter and your resume to this application. You must submit this application, the cover letter, and your resume in one email either as one file or as separate files. Please submit files only in the PDF format. Any file submitted must be no larger than 1 MB.

This application, the cover letter, and your resume must demonstrate that you possess the characteristics that the Committee determined as essential for an interim superintendent, which are:

1. Ability to lead the Hawaii Department of Education through challenges by applying a combination of a deep understanding of the system, tactical and strategic thinking, problem-solving skills, and humility;
2. Ability to identify, collaborate, coordinate, communicate, and develop strong relationships with internal and external experts and key stakeholders who can develop and execute plans for addressing the major immediate challenges identified above or provide the necessary resources to do so; and
3. Ability to create, build, and embody an empathetic organizational culture that respects, supports, and cares for students, families, and staff at both an individual and systemic level.

**State of Hawaii Department of Education  
POSITION DESCRIPTION - SUPERINTENDENT**

**Position Summary**

The Superintendent of the State of Hawaii's Department of Education ("Department") serves as the chief executive officer of the statewide public school system, with responsibility for both the State Education Agency ("SEA") and Local Education Agency ("LEA") roles for 256 schools (15 complex areas) on six islands, over 175,000 students, approximately 22,300 permanent employees, and approximately 13,500 casual hires and substitute employees, and an annual operating budget in excess of \$1.9 billion. Reporting to the State Board of Education ("Board"), the Superintendent is accountable for achieving the Department's goals as set out in the Department and Board's joint strategic plan.

**Position Qualifications and Competencies**

**Education.** Master's degree from an accredited college or university in education, business, or public administration, or a closely related field. Alternatives to these education qualifications may be allowed as the Board may find appropriate and acceptable.

**Experience.** Minimum of 5 years in progressively increasing leadership roles in public or business administration working with multi-year strategic planning and budgeting. At least five years shall have been in an executive capacity leading a diverse senior team in a large multigeographic organization, and at least three shall have been in an educational environment.

**Competencies.**

- Demonstrated success in collaboratively building, nurturing, and sustaining an organizational culture which supports a school system that serves all students and educational equity, develops a climate that fosters innovative continuous improvement, and promotes collaboration, trust, and high expectations.
- Understanding of complex organizations and how to produce successful change management efforts and educational reform.
- Deep understanding of Hawaii's culture and values and demonstrated ability to incorporate them into leadership decisions, actions, and style.
- Ability to effectively communicate to diverse audiences to achieve desired results and practices strong two-way communication skills.
- Demonstrated ability to advocate for and effectively represent the Department's position on legislative initiatives and work effectively with state and federal political leaders and public officials.
- Understands and responds appropriately to news media.

**Primary Responsibilities**

- Works with the governor, Board, and key stakeholders to ensure the efforts of the Department are aligned with the goals of the joint strategic plan.
- Formulates, prioritizes, and deploys appropriate strategies, change efforts, action plans, and key performance indicators to achieve the goals of the joint strategic plan; regularly communicates and reports on the progress of the goals of the joint strategic plan to the Board and other key stakeholders.

- Attracts, leads, builds, and retains a strong leadership team which drives achievement of the goals of the joint strategic plan.
- Defines the State accountability system and selects and administers statewide assessments aligned with State standards. Ensures data systems for the inputs and outputs of the education system support a focus on achievement, equity, and progress, and are broadly available.
- Oversees the administration of state and federal funds and programs; ensures allocation of funds, programs and resources align with joint strategic plan and direction from the Board. Ensures the preparation, transparency, and fiscal management of the Department's budget and advocates funding to achieve the vision and goals of the joint strategic plan.
- Promotes standards and statewide programs that continuously incent and improve teacher quality.
- Develops and maintains working relationships with key stakeholder groups, related state agencies (such as the Department of Health and Department of Human Services), federal agencies, state and federal political leaders and other public officials, and serves as the primary contact for such individuals and agencies.
- Cultivates and maintains learning relationships with national education leaders, evaluates new strategies and innovations, and implements best practices and necessary system changes.
- Ensures the Department has processes and systems in place for the internal organization, operation, and management of the public school system, including a proactive 2-way communication plan and process, which address both internal and external stakeholders, as well as safety, disaster recovery, and business continuity plans to effectively respond to emergency situations.
- Ensures compliance with all applicable state and federal laws, including those that recognize both of Hawaii's official languages, and any Board, state, and federal policy and regulations governing education.
- Serves as Department's Chief Procurement Officer and ensures appropriate financial controls are in place.
- Approves the appointment of all Educational Officers, hires and seeks Board approval for all Department executives, makes final decisions on actions where serious disciplinary action is contemplated for an employee, and engages in labor negotiations.
- Exercises administrative oversight of attached agencies.
- Champions the importance and execution of a diverse, equitable, and inclusive environment in schools.

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**General Information**

Date of Birth	First	M.I.
Preferred Title	Last	Suffix

Maiden or other names, including dates of use

**U.S. Citizen**

- Yes
- No

**Island of Residence**

\_\_\_\_\_

**Have you lived in Hawaii for the past 12 months?**

- Yes
- No

**Residency in Hawaii (Years)**

\_\_\_\_\_

**If appointed as the interim superintendent, what is your preferred annualized salary rate?**

\_\_\_\_\_ Preferred Salary (in US dollars)

**Residential Address**

\_\_\_\_\_ Street Address

\_\_\_\_\_ Address Line 2

\_\_\_\_\_ City State / Province / Region

\_\_\_\_\_ Postal / Zip Code Country

**Mailing Address**

(if other than residence)

\_\_\_\_\_ Street Address

\_\_\_\_\_ Address Line 2

\_\_\_\_\_ City State / Province / Region

\_\_\_\_\_ Postal / Zip Code Country

Interim Superintendent Application

**Contact and Other Information**

\_\_\_\_\_  
Daytime Phone

\_\_\_\_\_  
Evening Phone

\_\_\_\_\_  
Mobile Phone

\_\_\_\_\_  
Primary Email Address

\_\_\_\_\_  
Current Profession/Occupation

**References**

Reference #1

\_\_\_\_\_  
Name

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Phone

Reference #2

\_\_\_\_\_  
Name

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Phone

Reference #3

\_\_\_\_\_  
Name

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Phone

**Background Check and Information**

1. Have you ever been convicted of, admitted committing, pleaded no contest, or are you awaiting trial for any felony or misdemeanor or have any civil charges previously or pending? Answer "Yes" if true, even if the matter was later dismissed, deferred, reversed, or vacated. If you answer "Yes," provide the dates of the proceedings, the name and address of the court where the proceedings occurred, a statement of accusation against you, and the final disposition of the case(s).

No       Yes

2. Have you ever been dismissed (fired) from any job, or resigned at the request of or pressure from your employer, or left employment while charges against you or an investigation of your behavior was pending or been refused tenure, reappointment or continuing contract from any employer? Answer "Yes" if true, even if the matter was later resolved with any form of settlement or severance agreement, regardless of its terms. If you answer "Yes," provide the date of termination or resignation and other action concerning tenure reappointment or continuing contract denial and the name, address and telephone number of the employer(s) and a statement of the alleged reasons for termination or resignation.

No       Yes

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3. Have you ever had any license or certificate of any kind (teaching certificate or other professional license) revoked, suspended, or reprimanded, or have you in any way been sanctioned by or is any charge or complaint now pending against you before any licensing, certification or other regulatory agency or body, public or private? If you answer "Yes," provide the dates of proceedings, name, address and telephone number of the agency or body where proceedings took place, a statement of the accusations against you, the final disposition and/or status of the charge or complaint.

No       Yes

4. Are you now being investigated for any alleged misconduct or other alleged grounds for discipline by any licensing, certification or other regulatory body (teacher certification or otherwise) or by your current or any previous employer? If you answer "Yes," provide the name, address and telephone number of the employer or licensing body and statement of the accusation against you.

No       Yes

5. Have you ever been involved, or are you currently involved, or do you anticipate involvement in litigation either as the plaintiff/complainant or defendant/respondent?

No       Yes

6. Have you ever filed a grievance/complaint of any kind against an employer?

No       Yes

If the answer is "Yes" to any question above, explain below.

**Acknowledgement of Public Appointment**

Any nominee whom the Board is considering for appointment to the interim superintendent position must allow the Board to place their name on its public meeting agenda before appointment to inform the public of the pending appointment and allow for public comment. The Board will make the name, cover letter, and resume of the nominee publicly available on its website. Any nominee who does not agree to place their name on the agenda forfeits their nomination and is not eligible for appointment. The Board keeps all other applications confidential only to the extent allowable by law. Through the act of submitting this application, the applicant agrees to these terms and will be mindful that information provided to the Board could become public.

\_\_\_\_\_ I understand and agree to the above statement.

Initial

**Acknowledgement of State Ethics Commission Annual Disclosure of Financial Interests**

Under the State Ethics Code, Hawaii Revised Statutes Chapter 84, the superintendent must file a financial disclosure statement with the State Ethics Commission. The financial disclosure statements of the superintendent are public records and available for inspection and duplication.

\_\_\_\_\_ I understand and agree to the above statement.  
Initial

**Authorization to Release/Disclose Information**

To Whom It May Concern:

In conjunction with the background check being conducted by the Board of Education for my possible appointment as the interim superintendent of the Hawaii Department of Education, I hereby authorize the representative of the Board of Education, State of Hawaii, bearing this release, or copy thereof, to obtain information about me that you may have pertaining to my employment, military service, or education, including but not limited to academic, achievement, attendance, personal history, disciplinary actions, awards, and requests of the bearer. This authorization to release is executed with my full knowledge and understanding that the information will be used in connection with my application for possible appointment as the interim superintendent of the Hawaii Department of Education.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date

**Certification**

By signing my name below, I hereby certify that all statements and acknowledgements in this application are true and correct to the best of my knowledge, and I agree and understand that any misstatement of material facts herein may cause forfeiture of all rights to any appointed position to the Hawaii Department of Education.

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date