



NOTIFICATION OF ACCEPTANCE OF A CHARTER SCHOOL POSITION

DOE OTM 600-009

Last Revised: 07/24/2018

DEPARTMENT OF EDUCATION
Office of Talent Management
Teacher Reclassification
P.O. Box 2360 Honolulu, HI 96804

INSTRUCTIONS TO TEACHER:

1. Public Charter School (PCS) Director completes Section I and returns Form 600-009 to the teacher.
2. Teacher completes Section II and submits completed Form 600-009 to Department of Education (DOE) Principal.
3. DOE Principal completes Section III and submits Form 600-009 to the Personnel Regional Office for routing to Office of Talent Management, Teacher Reclassification Unit.

SECTION I (To be completed by the PCS Director)

This is to inform the DOE that I have offered a teaching position to:

Name of Teacher: _____

Name of PCS: _____

Date of Oral/Written Acceptance: _____ Effective Date of Employment: _____

Name of PCS Director: _____ Signature: _____ Date: _____

SECTION II (To be completed by DOE Teacher)

This is to inform the DOE that I have accepted a teaching position at a PCS. I understand that by accepting a teaching position with a PCS, I will be an employee of the PCS and thereby ending my services with the DOE. I will complete and submit DOE OTM 300-011 (Separation From Service) with this form.

I also understand that upon returning to a teaching position with the DOE, the following may be my options:

1. I am a former DOE tenured teacher; I may be eligible to participate in the Teacher Transfer Program.
2. I am a former probationary teacher in my fifth or sixth semester of probation or a National Board Certified (NBC) teacher in my last semester of probation; I may be eligible to participate in the first posting of the Teacher Assignment and Transfer Program.
3. I am a former DOE tenured or probationary teacher in my fifth or sixth semester of probation or a NBC teacher in my last semester of probation, who accepted a PCS position outside of the first posting and am now seeking re-employment within two (2) years from my resignation date. I may re-apply with an updated application and satisfactory confidential reports from charter schools and last DOE school. (Screening interview is waived.)
4. I am a former DOE tenured or probationary teacher in my fifth or sixth semester of probation or a NBC teacher in my last semester of probation, who accepted a PCS position outside of the first posting and am now seeking re-employment over two (2) years from my resignation date. I may re-apply as a new hire with a new application, satisfactory confidential reports and screening interview.
5. I am a former non-tenured DOE teacher; I may re-apply with a new application, satisfactory charter school formal performance evaluation, satisfactory confidential reports from the last DOE school and a screening interview.

Please note: any salary classification upgrades that may be awarded, while in the employment of a public charter school(s), will be re-evaluated once you return to the DOE, to ensure compliance with the Department's current teacher reclassification guidelines. Adjustments in salary classification may result.

Name of DOE Teacher: _____ Signature: _____ Date: _____

SECTION III (To be completed by DOE Principal)

I have been informed that _____ has accepted a teaching position at a PCS next school year and will no longer be employed as a DOE teacher at my school.

Teacher Status: ☐ Tenured ☐ National Board Certified (in last semester of probation)
☐ Non-Tenured ☐ Probationary (in fifth or sixth semester of probation)

School: _____ District: _____

Name of Principal: _____ Signature: _____ Date: _____

Route to Offices below for Signatures:

Personnel Regional Officer: _____ Date: _____
MM/DD/YY

Personnel Specialist (Teacher Reclassification): _____ Date: _____
MM/DD/YY