

Update Teacher's Subject Area in SmartFindExpress

All teachers are required to have a subject area in SmartFindExpress (SFE). Teacher subject area is updated on a yearly basis at the beginning of every school year based upon the Position Qualifications in eHR. As new teachers are hired, they will be given the generic subject areas of Primary, Upper Elem, Middle/Int, or High School until TSEAS is told otherwise.

All teachers are only allowed to have one subject area in SFE. This is done in order eliminate confusion for teachers when they report absences and allows substitute teachers a clear idea of the subject area of the job. If the substitute teacher will be teaching additional subject areas for the day, the teacher should indicate the information in the instructions for the job.

In order to update a teacher's subject area in SmartFindExpress (SFE), notify the TSEAS Help Desk via email at help_tseas@hawaiidoe.org

Please include in the email the following information:

Teacher's Name:

Teacher's Employee ID:

School/Office Location:

New Subject Area:

Please select a subject area from the listing below. If the subject area does not match the subject areas listed below, the TSEAS staff will match up the subject area to a subject area that is listed.

Available Teacher Subject Areas in SFE

Primary (K-3)	Conselor	Korean	Social Studies
Upper Elem (4-6)	English	Latin	Spanish
Middle/Int	English (ELL)	Librarian	Special Motivation
High School	Family Consumer Sci	Math	Special School Teacher
Art	Filipino	Music	SPED
Business Education	French	Physical Education	SPED – Hearing
Dance	German	Pre-School	SPED – Inclusion
Drama/Theatre Art	Hawaiian Lang/Imm	Reading	SPED – Preschool
Career Tech Ed (CTE)	Health	Registrar	SPED – Visual
Chinese	Industrial Arts	Russian	World Language
Computer	Japanese	Science	