

SCHOOL DISTRICT OF FLAGLER COUNTY

JOB DESCRIPTION

CERTIFICATION SPECIALIST

QUALIFICATIONS:

- (1) Bachelor's Degree or experience with teacher certification.
- (2) Five (5) years work experience in a professional capacity preferably in personnel services.
- (3) Supervisory and computer experience preferred.
- (4) Valid Florida Driver License or ability to acquire one within thirty (30) days of employment, except in case where accommodation is required.

KNOWLEDGE, SKILLS AND ABILITIES:

Computer literacy, ability to communicate effectively with instructional personnel, school and department administrators, state certification personnel and applicants. Ability to function as working member of the Human Resources department, handle confidential and sensitive information with a high level of accountability. Ability to work independently with a minimum of supervision and to work harmoniously with others. Ability to make interpretive decisions that result in consistent practices.

REPORTS TO:

Chief Human Resources Officer or designee

JOB GOAL

To provide professional supervision and assistance to employees and applicants in the area of certification services.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Processes all certification applications.
- * (2) Evaluate transcripts to determine certification eligibility.
- * (3) Conference with teacher applicants and teachers currently employed regarding certification matters.
- * (4) Communicate with Florida Professional Practices Services regarding certification application clearances.
- * (5) Communicate with the Florida Department of Education's Teacher Certification Office regarding the certification status of instructional and administrative staff as needed.
- * (6) Determine reappointments eligibility of probationary and tenured teachers as it relates to certification.
- * (7) Monitor the certification status of each certificated employee in the Flagler Schools and send notices of delinquencies.
- * (8) Monitor the status of out-of-field teachers, conduct periodic out-of-field district audits and prepare reports.

CERTIFICATION SPECIALIST (Continued)

- * (9) Distribute Florida Department of Education grant and scholarship information and applications for critical shortage areas to teacher applicants and teachers currently employed.
- *(10) Distribute information and applications regarding the Florida Teacher Certification Examinations to teacher applicants and teachers currently employed.
- *(11) Assist with developing procedures for computer processing and storage of certification data.
- *(12) Prepare certification reports.
- *(13) Develop and maintain computer networked information regarding certification.
- *(14) Conduct special projects as assigned (DROP and Retirement).
- *(15) Perform other related duties as assigned by the Chief Human Resources Officer.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 6

Flagler Schools Strategic Framework – Leadership Development