

Licensure Specialist
New Hanover County Schools

Job Description

Class: Certified
Dept: Human Resources

TITLE: Licensure Specialist

QUALIFICATIONS:

1. Bachelor's degree in education.
2. A current North Carolina teaching license.
3. Minimum of five years teaching experience in a public school system.
4. Other qualifications as the superintendent and board may find appropriate and acceptable.

REPORTS TO: Supervisor of Certified Talent Management

JOB GOAL: To assure compliance with state legislation pertaining to all certified licensure requirements, policies and procedures and maintain confidentiality of personnel records.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to personnel issues.
2. Process online application requests to NC DPI Licensure Section for lateral entry, provisional teaching certificates, requests to clear status, for graduate salary and all changes in location of schools or school systems.
3. Monitor and track Beginning Teachers' testing requirements; course work for lateral entry and provisional teachers and CEU reports and certificates for all certified staff.
4. Notify teachers and administrators regarding licensure policies, status, and requirements for continued employment.
5. Administer general employment procedures for all unit wide certified personnel and review licensure status for newly hired certified staff.
6. Verify and submit online requests to NC DPI Licensure Section for renewal of continuing five year licenses and requests for beginning teacher conversion of initial license to continuing license yearly.

7. Generate certified status reports for all schools for the current school year and additional reports as requested throughout the year.
8. Collaborate with Payroll to resolve any audit exceptions with certified staff.
9. Work extensively with the district's Professional Development Management System.
10. Perform related duties and responsibilities as requested by the Supervisor of Certified Talent Management.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/At Will/FLSA Exempt

Starting Salary and/or Grade: SA I

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to communicate clearly and concisely, both orally and in writing: ability to communicate well with school personnel, employees, and central office staff.
- Knowledge and understanding of the rules, regulations and policies as they apply to teacher certification and other licensed personnel.
- Ability to coordinate, plan, meet deadlines and accomplish assigned tasks.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Knowledge of licensure laws, board policy and procedures relevant for certified staff.
- Ability to provide presentations and group training.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.