

Job Title: Certification Specialist Non-exempt
Reports to: Superintendent
Dept./School: Superintendent's Office

Primary Purpose:

Ensure district compliance with state certification and licensing requirements. Work under general supervision to verify and monitor certification status of applicants and employees. Communicate frequently with applicants, employees, administrators, and outside agencies.

Qualifications:**Education/Certification:**

High school diploma or GED

Special Knowledge/Skills:

Ability to implement certification rules and procedures

Proficient skills in keyboarding, word processing, and file maintenance

Effective communication and interpersonal skills

Basic math skills

Ability to use personal computer and software to develop spreadsheets and databases and do word processing

Experience:

Two years clerical experience

Major Responsibilities and Duties:**Certification and Licensing**

1. Audit and maintain certification and licensing information of certified or licensed professionals, paraprofessionals, and auxiliary employees.
2. Process teacher applications and verify certification with the Texas State Board of Educator Certification (SBEC), universities, colleges, and education agencies in other states.

3. Assist principals and director of human resources (HR) in assignment of teachers according to SBEC assignment criteria.
4. Process SBEC permit applications and monitor permit status.
5. Research and maintain current computerized and physical information on SBEC rules, certification requirements and processes, testing dates, etc.
6. Track certification, testing, and permit status and communicate with employees to ensure completion of certification requirements within established timelines.
7. Serve as resource person to administrators and employees on certification issues.

Records, Reports, and Correspondence

8. Maintain computer and physical database of certified and licensed staff.
9. Prepare, record, and distribute correspondence, forms, contracts, letters of intent, and reasonable assurance letters using personal computer.

Supervisory Responsibilities:

None.

Equipment Used:

Computer, printer, telephone, copier, fax machine, and shredder.

Working Conditions:

Mental Demands/ Physical Demands/Environmental Factors:

Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions; prolonged use of computer.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Signature:

Date:
