

SCHOOL DISTRICT OF DESOTO COUNTY
CERTIFICATION & EMPLOYEE RELATIONS SPECIALIST
JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Three (3) years clerical experience.
- (3) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Basic knowledge of Florida certification rules and regulations. Ability to use word processing, database and spreadsheet applications. Ability to communicate orally and in writing. Ability to plan, organize and establish priorities related to assignment. Ability to carry out job responsibilities and handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to answer a telephone in a professional and courteous manner. Ability to work cooperatively with others.

REPORTS TO:

Director of Human Resources

JOB GOAL

To support the programs and goals of the Human Resources Division and to assist the director in all matters related to certification and employee relations.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Counsel applicants and employees regarding certification requirements.
- *(2) Evaluate transcripts and identify courses, experience and/or subject area exams for issuance, re-issuance or reinstatement of the various types of educator certificates, along with the Director.
- *(3) Process and maintain records of all applications for certification.
- *(4) Assist in the administration of district certification procedures including issuance of certificates for substitutes, nondegree vocational and adult education teachers.
- *(5) Provide applicants and employees with information regarding the Florida Teacher Certification Exams.
- *(6) Monitor and determine the status of in-service training eligibility for certificate renewal.
- *(7) Update certification information into Skyward Business, Skyward Student, and TRACK.
- *(8) Prepare correspondence to applicants with expiring certificates.
- *(9) Maintain database including the certification status of newly hired instructional personnel.
- *(10) Maintain certification for Athletic Coaches.
- *(11) Assist in preparing reports listing out of field teachers for School Board approval.

CERTIFICATION SPECIALIST (Continued)

- * (12) Maintain Human Resource district website and updating current documents.
- * (13) Research personnel files for employment history to determine the status of current positions, transferring positions, and salary level in question.
- * (14) Back-up as needed for new hire processing, job posting, application process, finger printing, switch board, scanning, and verification of experience for employee loans and housing.
- * (15) Coordinate the Rookie Teacher of the Year, Teacher of the Year, and School-Related "Support" Employee of the Year, nominee process, application process, and Department of Education submission.

Inter/Intra-Agency Communication and Delivery

- * (16) Serve as liaison to the Department of Education (DOE) regarding certification, along with the Director.
- * (17) Access and interpret certification information from the Florida Department of Certification Information Resources Network.
- * (18) Prepare documents for Full Time Equivalent (FTE) reporting.
- * (19) Respond to DOE auditors on certification-related matters.
- * (20) Respond to inquiries and concerns in a timely manner.
- * (21) Educator Misconduct Reporting to Professional Practices at the Florida Department of Education. Keep supervisor informed of potential problems or unusual events.
- * (22) Personnel Records Custodian- process public records request for personnel files.
- * (23) Assist Director in preparing letters, correspondence, maintaining employee suspension files, preparing manuals, arranging interview appointments for administrative positions.

Professional Growth and Improvement

- * (24) Keep abreast of changes in state certification laws and rules and assist the Director in implementing these rules.
- * (25) Keep informed and disseminate information about current research, trends and best practices in area of responsibility.
- * (26) Maintain expertise in assigned areas to fulfill project goals and objectives.

Systemic Functions

- * (27) Represent the district in a positive and professional manner.
- * (28) Prepare or oversee the preparation of all required reports and maintain all appropriate records.
- * (29) Prepare and submit documents (teacher and support agreements) for board approval.
- * (30) Prepare board submission stipends for differentiated pay.
- * (31) Determine qualifying experience for new employees requested from previous employers.
- * (32) Determine qualifying experience for previous employees who have accepted employment outside of our district.
- * (33) Determine qualifying experience for Public Service Loan Forgiveness (PSLF) forms.
- * (34) Maintain the DeSoto County Education Association (DCEA) and the Educational Staff Professionals (ESP) Agreement Manual.
- * (35) Input college degrees in Skyward.
- * (36) Submit Personnel Action Forms (PAF) for educational supplements.
- * (37) Dual Control-verifying and confirming Personnel Action Forms (PAFS) for possible discrepancies.

Leadership and Strategic Orientation

- * (38) Provide leadership and direction for assigned areas of responsibility.

CERTIFICATION SPECIALIST (Continued)

- * (39) Provide leadership and guidance in the development of annual goals and objectives for assigned division or program.
- * (40) Assist in implementing the district's goals and strategic commitment.
- * (41) Exercise proactive leadership in promoting the vision and mission of the district.
- * (42) Set high standards and expectations and promote professional growth for self and others.
- * (43) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivery of services and evaluation of services provided.
- * (44) Collaborate with directors, principals, other divisions and agencies, and contribute to the planning and operation of the district.
- * (45) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- * (46) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

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.

COMPENSATION:

Compensation for this position is Pay Lane **E07**

EVALUATION:

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