

# **JOB DESCRIPTION**

## **\_\_\_\_\_ PATERSON BOARD OF EDUCATION**

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**1831 Certification Coordinator**  
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**JOB TITLE: CERTIFICATION COORDINATOR (REVISED)**

**REPORTS TO: Supervisor of Recruitment & Hiring**

### **NATURE AND SCOPE OF JOB:**

The Certification Coordinator shall oversee, coordinate and perform all confidential duties and/or responsibilities necessary for an efficient and effective office that assists central office administrators and supervisors in the performance of their responsibilities. In addition, the Certification Coordinator will coordinate all documentation and recordkeeping for the Certificated Area in Human Resources area including Alternate Route, Provisional Teachers, Emergency Certificated Staff and new hires.

### **QUALIFICATIONS:**

The Certification Coordinator shall:

1. Hold a Bachelor's Degree from an accredited college or university.
2. Have a minimum of five (5) years of successful experience in the field of Education - Human Resources, or comparable area, preferred.
3. Experience in teaching and working with children, preferred.
4. Experience in processing and monitoring required documents for Provisional Teacher Program, or have a willingness to learn.
5. Experience in processing and monitoring Emergency and Provisional NJ Certificates, or have a willingness to learn.
6. Must have knowledge utilizing Microsoft Access, Excel, Internet and email.
7. Hold a valid driver's license with no serious violations.
8. Be proficient in the use of Microsoft Office or an equivalent computer program.
9. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
10. Demonstrate appropriate telephone etiquette, with proper voice inflection.
11. Demonstrate the ability to maintain confidentiality.

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12. Have excellent integrity and demonstrate good moral character and initiative.
13. Work as a team leader to ensure that all paperwork in the certificated area is complete, accurate and timely.
14. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community, including difficult and emotional situations.
15. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
16. Knowledgeable of certificated area in all Human Resources aspects, Emergency Certifications, Provisional Teacher Program, Alternate Route and new hires.
17. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
18. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
19. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
20. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

#### **VERIFICATION OF COMPETENCY:**

1. District application and resume.
2. Required documentation outlined in the qualifications above and/or official college transcripts.
3. A minimum of three letters of reference from former employers, teachers, professors, or other professional sources.
4. Employment interview.

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#### **EMPLOYMENT TERMS:**

The Certification Coordinator shall be employed under the following terms:

1. Work year of twelve months.
2. Salary or hourly wage, benefits and leave time as specified in the written contractual agreement with the Board or in the Collective Bargaining Agreement.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

#### **JOB FUNCTIONS AND RESPONSIBILITIES:**

The Certification Coordinator shall:

1. Hold as confidential, all aspects of the job designated confidential by the Administrator.
2. Coordinates all documentation relative to the certificated area in Human Resources.
3. Be responsible for compilation of documents needed for collective negotiations.
4. Keep confidential all correspondences, reports and other documents relating to negotiation strategies.
5. Meets all State deadlines and completing paperwork for the certificated area to be sent to the County or State Department of Education.
6. Handle office mail and correspondence of the office, responding to routine requests for information, and transcribing, word processing, and proofing letters and responses.
7. Ensure that all communications from the office meet proper written and oral English standards.
8. Greet visitors and answer telephone calls in a pleasant and efficient manner, communicating effectively in routine, sensitive, and confidential matters.
9. Maintain an efficient and well organized electronic and paper data collection and filing systems, including confidential files.
10. To ensure that designated staff follow-up with principals and appropriate administrators when documents are not completed with accuracy and on time.
11. Assist the administrator in the preparation of reports and documents by gathering and organizing data, performing research, creating graphics and displays, using word

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processing and data management, creating an attractive presentation, copying, collating, and transmitting or distributing final products.

12. Create forms, and compile and organize data and information necessary for the efficient operation of the office, the completion of required District and State data collections, and the completion of the administrator's responsibilities.
13. Arrange meeting details, prepare agendas and materials, and handle follow-up activities.
14. Maintain records for emergency certificates and alternate route candidates.
15. Have knowledge in processing equivalency requests for certificated staff.
16. Recommend to the administrator improvements needed in office procedures or operations.
17. Communicate to the administrator any unusual situations. Advise immediately of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, or controlled substances.
18. Work cooperatively with staff in other offices with the completion of large or time sensitive projects or emergencies.
19. Contact the Principals, Supervisors and all Administrators when proper documentation is missing, incomplete or incorrect relative to the certificated area.
20. Maintain a safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
21. Attend required staff meetings and serve, as appropriate, on staff committees.
22. Keep informed about school and district activities, requirements of the law and code, Board policy and regulations, and other information necessary for the functioning of the office.
23. Continue to grow through collaboration with fellow staff members and participation in appropriate staff development and workshop programs.
24. Display ethical and professional behavior in working with everyone who communicates or is associated with the office. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, accepting responsibility, and an effective work ethic.
25. Work with novice teachers, first year administrators, supervisors and directors.
26. Identifying appropriate mentors for each teacher and stress their responsibilities.

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27. Elicit requirements using interviews, document analysis, requirements, workshops, surveys; site visits process descriptions, use scenarios, analysis task and workflow of the program.
28. Lead requirements analysis and verification, ensuring that requirements are complete, consistent, concise, comprehensible, traceable, feasible, unambiguous, and verifiable, and that they conform to standards.
29. Participate and attend state meetings to ensure that school district is aware of regulations.
30. Facilitate meetings with Provisional Teachers (November- February-June).
31. Facilitate meeting twice a year with Early Childhood Provisional Teacher.
32. Maintain records for residency programs: SAC, Library Media Specialists, and School Administrators.
33. Manage requirements traceability information and track requirements status throughout the project.
34. Identify requirements errors and defects and write requirements defect identification and notification reports.
35. Establish and implement effective requirements practices, including use and continuous improvement of certification requirements process.
36. Implement ways to improve the operating system of distribution, communication and requirements across the school district.
37. Under the supervision of the appropriate administrator, provide technical assistance to local districts in the employment of provisional teachers, provisional teacher candidates.
38. Develop and conduct training seminars regarding all aspects of the Provisional Teacher Program.
39. Develop training materials and review provisional teacher contracts and summative evaluations; recommend approval, modification, or disapproval.
40. Assist the principals in monitoring evaluations of the Provisional Teacher Program.
41. Maintain periodic communication between and among staff of the Office of Licensing and Credentials and school district.
42. Prepare correspondence and perform special assignments.
43. Monitor program data for quality assurance.

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44. Train other professional and nonprofessional personnel in office on program issues and concerns.
45. Develop and implement specialized programs for the Provisional Program.
46. Develop procedural and administrative components to new initiatives.
47. Develop appropriate conduits for incorporating initiatives/programs with the overall Provisional Teacher Program.
48. Develop appropriate forms of communications to educate stakeholders in new initiatives/programs.
49. Develop and maintain appropriate data collection and review vehicles as necessary.
50. Generate appropriate statistical data.
51. Generate statistical reports as assigned.
52. Development, operation and monitoring of Regional Training Centers.
53. Make recommendations on changes in maintenance of training policies, plans and goals as approved by the NJDOE.
54. Provide technical assistance for alternate route teachers (ex: assignment to regional training site)
55. Work collaboratively with the Administrative Assistant for the Certificated Staff to ensure meeting deadlines with both County and State reports.
56. Develop a system of accountability with clerical staff in the certificated area in reference to all forms and documents which need to be completed and processed within the confines of Local and State timelines.
57. Meet with Principals and/or Assistant Superintendent periodically to review with them missing paperwork and documentation from their assigned schools involving certificated staff.
58. Review weekly with the Administrative Assistant for the certificated area databases relative to outstanding staff certifications.
59. Protect confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines. Violation of confidentiality may result in termination.

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60. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
61. Perform any duties and responsibilities that are within the scope of employment, as assigned by the administrator or supervisor, and not otherwise prohibited by law or regulation.

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

#### **ENVIRONMENTAL DEMANDS:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.

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3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

#### EVALUATION:

The Supervisor of Recruitment and Hiring shall evaluate the Certification Coordinator in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

  
Approved

  
Date