

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Certification Specialist

GENERAL DESCRIPTION

The essential function of the position within the organization is to assist prospective teachers, current teachers and administrators in interpreting and implementing Department of Education requirements for teacher certification. The position is responsible for assisting with teacher recruitment and application functions, monitoring teacher certification status and ensuring timely re-certification of teachers, preparing related records and reports as required by the District and state, and performing related professional and administrative work as required. The position works independently, reporting major activities through periodic meetings.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Assists prospective teachers, current teachers and administrators in interpreting and implementing Department of Education requirements for teacher certification.

Using information from a variety of sources, assists teachers and prospective teachers in developing a plan to meet DOE requirements in a manner that best suits their abilities and goals; assists with the certification application process; verifies eligibility.

Processes applications to renew teaching certificates and to add subjects to teaching certificates, ensuring professional development requirements are complete, appropriate points are banked and status is updated in appropriate records; transfers professional development points from or to other counties as necessary.

Collects annual recommendations for the retention/release of teachers from principals and submits for Board approval; advises teachers of their status for the next year.

Submits requests for salary bonuses and mentoring bonuses based on certification status.

Verifies and submits program completion information to the Bureau of Educator Certification for Beginning Teacher Program and ESOL Endorsement, Reading Endorsement and Athletic Coaching certification programs.

Reviews qualifications for and issues District vocational teaching certificates and emergency teaching certificates as appropriate.

Communicates with principals regarding the certification status of their teachers and answers questions pertaining to scheduling to ensure the District receives maximum FTE funding and minimum audit exceptions.

Serves as liaison to professional organizations and programs as assigned.

Keeps abreast of District, state and federal regulations regarding teacher certification; monitors and ensures District compliance with all laws and regulations.

Facilitates compliance with the No Child Left Behind Act and other initiatives, including establishing highly qualified status for current and prospective teachers of core subjects.

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Compiles data for and prepares a variety of reports and recommendations required by the District, state and/or federal agencies.

Performs other general administrative/clerical duties, including but not limited to entering and retrieving computer data, sending and receiving faxes, copying and filing documents.

Attends training, workshops, seminars and conferences as required or appropriate to enhance job knowledge and skills.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

"Data Responsibility" refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Compiles, examines or evaluates data or information and possibly recommends action based on results.

People Responsibility:

"People Responsibility" refers to individuals who have contact with or are influenced by the position.

Instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

Assets Responsibility:

"Assets Responsibility" refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving considerable economies and/or preventing considerable losses through the management of a minor department or function of the District.

Mathematical Requirement:

"Mathematics" deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

Communications Requirements:

"Communications" involves the ability to read, write, and speak.

Reads journals and manuals; composes specialized reports and business letters using proper format and grammar; speaks to groups of co-workers and people outside the organization.

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Complexity of Work:

“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

Impact of Decisions:

“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with serious impact - affects most units in organization, and may affect citizens; probability of loss of life and/or damage are likely.

Equipment Usage:

“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.

Requires no responsibility for the safety and health of others.

EDUCATION AND EXPERIENCE REQUIREMENTS

Education Requirements:

“Education Requirements” refers to job specific training and education required for entry into the position.

Requires associate’s degree or the equivalent of two years of college or vocational school education in administration, education or related field.

Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Requires a valid state driver’s license.

Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Requires six years of related experience.

A comparable amount of training, education or experience can be substituted for the minimum qualifications.

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AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and some dexterity in operating office equipment.

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

The position is exposed to no unusual environmental hazards.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities.

American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Executive Director, Human Resources

Supervises:

N/A

PAY GRADE: From: 12701 To: 12725

Number of Months: Number of Days: Hours:

Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

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Board Approved 3/18/2016