



Job Title: Data Quality Assurance Specialist/Certification Officer **Status:** Exempt
Reports to: Associate Superintendent of HR **Pay Grade:** 2B
Department: Administration Building **Date Revised:** 8/24/11

Primary Purpose:

Maintain and perform quality control audits of all new hires, vacancies, and transfers in the position control system. Ensure district compliance with state certification, credentials 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:

Bachelor's degree

Special Knowledge/Skills:

Demonstrated task oriented self-starter with the ability to perform with a high degree of accuracy.
Demonstrated proficiency in keyboarding with a data entry capacity of 40 wpm
Ability to implement certification rules and procedures
Proficient in Microsoft Office programs
Effective communication and interpersonal skills

Experience:

Five years data entry experience
Position control experience
Previous business system conversion and implementation
Skyward school management and business suite experience, preferred

Major Responsibilities and Duties:

Position Control:

1. Accurately enters new hires, transfers and changes and monitors position control system.
2. Maintain and perform quality control audits of all personal information for all new and existing employees in the Payroll/HR system.
3. Prepare projections for the Associate Superintendent of HR concerning budget issues.

Certification and Licensing:

4. Audit and maintain certification, credentials and licensing information of certified or licensed professionals, paraprofessionals, and auxiliary employees.
5. Process teacher applications and verify certification with the Texas State Board of Educator Certification (SBEC), universities, colleges, and education agencies in other states.
6. Assist principals and assistant superintendent of HR in assignment of teachers according to SBEC assignment criteria.
7. Process SBEC permit applications and monitor permit status.

8. Research and maintain current computerized and physical information on SBEC rules, certification requirements and processes, testing dates, etc.
9. Track certification, testing, and permit status and communicate with employees to ensure completion of certification requirements within established timelines.
10. Serve as resource person to administrators and employees on certification issues.

Records, Reports, and Correspondence:

11. Maintain computer and database of certified and licensed staff.
12. Prepare, record, and distribute correspondence, forms, contracts, letters of intent, and reasonable assurance letters.
13. Prepare and distribute employee contracts and letters of reasonable assurance.

File Management:

14. Process request for official district records including maintaining log of requests for records, retrieving documents, copying and mailing records.
15. Enter and update employee information in central database.
16. Prepare and maintain employee service records.

Other:

17. Performs all other duties and tasks as assigned.

Supervisory Responsibilities:

paraprofessional

Working Conditions:

Mental Demands/ Physical Demands/Environmental Factors:

Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions; prolonged use of computer. Frequent walking, stooping, bending and reaching. Occasional lifting and moving of moderate to heavy objects.