### Job Title: Certification Specialist

**Status:** Non-Exempt/226 Duty Days

**Reports to:** Assistant Superintendent of HR

**Pay Grade:** Para-Professional Clerical

**Pay Group:** 6

**Department:** Human Resources/Admin Bldg.

**Date Revised:** 03/28/2018

### Primary Purpose:

Ensure district compliance with state certification, credential and licensing requirements. Verify and monitor certification status of applicants and employees. Maintain HR communications related to certification. Communicate frequently with applicants, employees, administrators, and outside agencies.

### Qualifications:

**Education/Certification:**
- High School Diploma or GED

**Special Knowledge/Skills:**
- Demonstrated task oriented self-starter with the ability to perform with a high degree of accuracy
- Demonstrated proficiency in keyboarding, spreadsheets, databases, data management, and information retrieval
- Ability to implement certification rules and procedures
- Proficient in Microsoft Office programs
- Effective communication and interpersonal skills
- Ability to multitask

**Experience:**
- 2 years’ experience with certification requirements and Human Resources preferred
- Skyward Human Resource database experience, preferred

### Major Responsibilities and Duties:

#### Certification and Licensing:

1. Audit and maintain certification, credentials and licensing information of certified or licensed professionals and paraprofessionals.
2. Administer and evaluate assessments for determination of paraprofessional HQ status.
3. Serve as the HR certification approval officer during the pre-approval/new hire process and prior to any potential transfers of employees.
4. Verify certification status of teacher applicants and employees with the Texas State Board of Educator Certification (SBEC), universities, colleges, and education agencies in other states.
5. Assist principals and assistant superintendent of HR in assignment of teachers according to SBEC assignment criteria.
6. Process SBEC permit applications and monitor permit status.
Research and maintain current computerized and physical information on SBEC rules certification requirements and processes, testing dates, etc.

Track certification, testing, and permit status and communicate with employees to ensure completion of certification requirements within established timelines.

Serve as resource person to administrators and employees on certification issues.

**Records, Reports, and Correspondence**

Maintain and utilize Employee Management database of District employees.

Prepare appropriate state and federal reports regarding campus and district Highly Qualified (HQ) and certification compliance.

Prepare, record, and distribute correspondence, forms, contracts, letters of intent, and letters of reasonable assurance.

Evaluate service records; ensure proper maintenance of employee service records; process service record requests.

Develop and update online communication efforts relating to standard certification requirements and alternative routes to teacher certification.

Update principals and HR staff regarding changes to certification standards and current trends.

**File Management:**

Verify Social Security numbers of employees via the Social Security online system.

Maintain Name Change database of professional and paraprofessional employees.

Maintain and track personnel file deficiencies and communicate with employees to ensure compliance with state and District requirements.

**Other:**

Perform other duties as assigned.

**Supervisory Responsibilities:**

None

**Working Conditions:**

**Mental Demands/ Physical Demands/Environmental Factors:**

Work with frequent interruptions; maintain emotional control under stress; repetitive hand motions; prolonged use of computer. Occasional lifting and moving of moderate to heavy objects.

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