

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

Records, Reports, and Correspondence

10. Maintain and utilize Employee Management database of District employees.
11. Prepare appropriate state and federal reports regarding campus and district Highly Qualified (HQ) and certification compliance.
12. Prepare, record, and distribute correspondence, forms, contracts, letters of intent, and letters of reasonable assurance.
13. Evaluate service records; ensure proper maintenance of employee service records; process service record requests.
14. Develop and update online communication efforts relating to standard certification requirements and alternative routes to teacher certification.
15. Update principals and HR staff regarding changes to certification standards and current trends.

File Management:

16. Verify Social Security numbers of employees via the Social Security online system.
17. Maintain Name Change database of professional and paraprofessional employees.
18. Maintain and track personnel file deficiencies and communicate with employees to ensure compliance with state and District requirements.

Other:

19. 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.