

**Job Title:** Coordinator – Educator Certification



## **Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:** Exempt  
**Reports to:** Appropriate Supervisor or Designee  
**Supervises:** Appropriate Staff as required  
**Pay Grade:** Professional – 4

APPROVED  
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT  
VERIFIED BY RECORDING SECRETARY

## **JOB SUMMARY**

The purpose of this position is to manage and administer the School District's academic and vocational certification program in accordance with Florida Department of Education regulations, coordinating the analysis of transcripts, course content, School Board policies, regulations, and legislation required for certification of instructional personnel and determining eligibility for issuance of teacher and administrative certification.

## **ESSENTIAL JOB FUNCTIONS**

- Directs and supervises the process of issuance of Florida teacher certificates and locally issued certificates.
- Determines eligibility for issuance of certification in accordance with state and federal rules and regulations.
- Processes applications for issuance of initial certificates, reapplication for temporary certificates, and professional certificates for teachers of the School District of Escambia County, charter schools and Department of Juvenile Justice.
- Processes and issue state certificates via the state computer for name changes, duplicate certificates, and subject additions for teachers of the School District of Escambia County, charter schools, and Department of Juvenile Justice.
- Receives and reviews qualifying documentation, collects fees, and determines eligibility for renewal of full-time academic and vocational state certificates and issues the state professional certificates via state computers for teachers of the School District of Escambia County, charter schools, and the Department of Juvenile Justice.
- Determines eligibility, collects qualifying documentation and fees, and issues local certificates to substitute teachers, full-time vocational teachers, ROTC instructors, part-time vocational teachers, part-time adult education teachers, and part-time adjunct teachers as outlined in School Board policy and Florida Statutes.
- Advises new teachers of the School District of Escambia County, charter schools, and the Department of Juvenile Justice local and Department of Education (DOE) procedures for issuance of certificates.
- Reviews and takes to Committee for action on any criminal history reports received on new or substitute teachers.

- Processes payroll changes based upon degree enhancement or re-certification changes, and reviews transcripts and determines pay increases based upon level of degree.
- Participates in the recruitment process of college students/graduates and provides information on certification and the application process.
- Holds public informational meetings to explain the process of Florida Teacher Certification.
- Monitors and reports out-of-field teachers for School Board approval and implements Florida Statutes and School Board policy requirements, including notification to parents and agreements from out-of-field teachers to complete necessary course work.
- Monitors and reports out-of-field teachers to principals and implements state and federal guidelines, including notification to parents.
- Monitors and reports High Objective, Uniform State Standard of Evaluation (HOUSSE) plan to the Department of Education and files documentation in the teacher's file with the School District of Escambia County, charter schools, and Department of Juvenile Justice.
- Completes annual study of teachers with advanced degrees to determine eligibility to receive or continue receiving in-field advanced degree pay, based on degree major and assignments the majority of the day.
- Identifies the School District of Escambia County, charter schools and Department of Juvenile Justice beginning teachers, in collaboration with the Director of Staff Development, regarding certification pertaining to verification of professional education competence as required for initial Florida teacher certification.
- Electronically transmits documentation of completion of approved District add-on programs, Professional Education Competence, verification of teaching experience and Alternative Certification Programs to the Department of Education.
- Supervises and coordinates the record keeping in the computer system of Florida Teacher Exam results, completion of the Professional Education Competencies, Alternative Certification Program and out-of-field courses completed.
- Assists District and principals in staffing meetings with Florida Teacher Exam information, Out-of-Field status and certification information for eligibility for reappointment.
- Assists District and university personnel with information needed in providing appropriate course work for public and School District employees.
- Supervises and coordinates recording of all certification data on the School District of Escambia County, charter schools, and Department of Juvenile Justice teachers in local and state computer systems and ensures that certificates are placed in personnel files.
- Supervises the process of collecting and recording fees for background investigations and certification fees for local certification.
- Supervises and coordinates the process of verifying eligibility for certification of new teachers and applicants being considered for positions with the School District of Escambia County, charter schools, and Department of Juvenile Justice.
- Supervises and coordinates the process for approval and verification of eligibility for certification of long-term substitutes.
- Supervises the process of new teacher employment interviews to verify the type of certificate that will be issued and the deficiencies that must be completed in a specified time period for teachers of the School District of Escambia County, charter schools and the Department of Juvenile Justice.

- Supervises the process of teachers of the School District of Escambia County, charter schools, and Department of Juvenile Justice reporting information listed on applications for Florida certificates to the Department of Education and Professional Practices Services.
- Supervises and coordinates the process of scanning of files of local certificates issued.
- Ensures that all instructional personnel of the School District of Escambia County, charter schools, and the Department of Juvenile Justice hold a valid Florida Educator's Certificate or a local certificate that is proper for the assignment.
- Serves as liaison with the Florida Department of Education for assigned areas of responsibility.
- Responds to inquiries or concerns in a timely manner.
- Keeps the Assistant Superintendent informed of potential problems or unusual events.
- Conducts an analysis of Florida Department of Education regulations and bulletins, School Board policies, transcripts, course contents, personnel records, work histories, and other pertinent data to determine instructional certification eligibility.
- Collaborates with principals, District administrative staff, teachers, and certification staff to make decisions related to improvement of the certification process and to provide pertinent information.
- Confers with Superintendent or designee, District administrators, principals, state auditors, and legal representatives to discuss final recommendations and ramifications for instructional termination, new hires, and others based upon criminal investigations, background checks, and the like, and meets with terminated employees and legal representatives and advises them of appeal procedures.
- Networks with state FTE auditors and respond to auditors' inquiries/findings in the issuance of academic, vocational and administrative certification.
- Provides for training opportunities with the Bureau of Teacher Certification related to verifying eligibility for certification.
- Attends training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- Develops and maintains the budget for the certification office and supervises the intake of monies collected for local certificates and renewal of state certificates.
- Serves on District, state, or community councils or committees as assigned or appropriate.
- Supervises and coordinates the maintaining of certification records for employees of the School District of Escambia County, charter schools, and Department of Juvenile Justice, including verification of Professional Education Competence, test results, and course work requirements for filing in the employees' personnel file in the Human Resources Department.
- Coordinates with the Human Resources Department a process of handling new instructional employees for purpose of verifying certification eligibility.
- Performs other duties as assigned.

**MINIMUM REQUIREMENTS**

- Bachelor's Degree from an accredited educational institution with major course work in Business, Personnel Administration, Public Administration, or related field, Master's degree preferred.
- Minimum of five (5) years of experience in an organized personnel program.

- Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to display knowledge of Florida Statutes, State Board of Education rules, School Board policies and other pertinent rules and regulations related to certification of personnel.
- Requires the ability to communicate effectively, both orally and in writing.
- Requires the ability to display skills in positive people management.
- Requires the ability to organize, manage time, and prioritize duties.
- Requires the ability to manage finances and departmental budgets.
- Requires the ability to utilize technology.
- Requires the ability to display knowledge of basic supervisory methods.
- Requires the ability to oversee the work of a team engaged in providing specific services, completing specific projects, or assisting other units.
- Requires the ability to perform professional-level work dealing with data, people, and technology that relates to administrative, technical, scientific, engineering, accounting, legal, or managerial skills.
- Requires the ability to make decisions that govern my activities as well as others and that impact how our unit provides services and support to internal and external customers.
- Requires the ability to oversee and manage more than two employees in the organization performing different types of work.
- Requires the ability to accept, receive, and/or collect payments.
- Requires the ability to maintain accountability for inventory/property management.
- Requires the ability to make recommendations that impact the budget.
- Requires the ability to manage the budget within assigned department.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for data entry and for word processing and/or accounting purposes.
- Requires the ability to establish policies for using, acquiring, and/or maintaining technology systems.
- Requires the ability to create plans for and guide implementation of new technology systems.

**PHYSICAL DEMANDS**

Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, feeling, fingering, grasping, handling, hearing, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, talking, and visual acuity.

**WORKING CONDITIONS**

Employees in this position work in a relatively safe, secure, and stable work environment.

**Date of Board Approval: June 20, 2017, effective July 1, 2017**

**Date of Revision:**