



Job Title: Certification Specialist

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: Nonexempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Educational Support – 20

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to link the instructional employees through the Florida Certification process to be properly certificated and hold certificates to provide educational services to the students of the School District of Escambia County.

ESSENTIAL JOB FUNCTIONS

- Performs a wide range of routine and complex administrative support tasks assisting the new hire employees through the state and/or local certification process.
- Provides consultation and interpretive guidance to administrators by giving advice on all certification requirements.
- Guides Principals during the hiring process and when transferring an employee to another subject area to ensure compliance with federal and state laws and not out of field.
- Reviews, evaluates, and recommends new hire instructional staff to determine academic eligibility and compliance with the federal and state laws for employment as a fulltime, substitute, or alternative teacher.
- Interprets and explains Florida laws, rules, policies, and guidelines according to the individual; Assembles and provides list of requirements for state and local certification.
- Receives, reviews, and evaluates various documents, i.e., transcripts, test scores/results, arrest reports, service points, etc., and processes through the appropriate state offices; closely scrutinizes the records, transcripts, and forms of out of state applicants for complete compliance for certification in the State of Florida.
- Maintains and updates a database of applicant data, including making the appropriate notations to records of eligibility status, entering test scores, various forms, etc.
- Compiles and prepares various reports as required, i.e., New Teacher Report, Professional Education Competence, Race Report, Minority Report, etc.
- Completes a verification of employment; processes data for loan forgiveness and/or loan reimbursement via Florida Student Scholarship and Grant Program.
- Provides advice, consultation, and interpretive guidance to administrators, principals, teachers, applicants, staff, and other agencies on certification matters and the effect of legislative and State Board of Education changes of certification procedures and any federal law.

- Meets with new teachers (including charter school teachers) to discuss the certification status of the Temporary Certificate and requirements that must be met to qualify for a Professional Certificate.
- Maintains a spreadsheet and updates instructional staff requiring renewals of Professional Certificates.
- Prepares all appropriate forms and applications for submission to the Florida Department of Education and/or Escambia County School District to receive state and/or local certificates, upon management review and approval.
- Monitors and updates employee files throughout the certification process.
- Monitors and notifies all certified employees (teachers, administrators, coaches, substitutes) of expiring certificates; coordinates the process for renewals.
- Generates routine and specialized correspondence, articles, memos, agendas, orders, reports, forms, manuals, and/or other relevant materials appropriate to the certification process; researches, develops, and generates material for the individual.
- Receives inquiries and concerns, ascertaining the nature of the request, and resolving personally, directing it to the appropriate individual or department, or acting as liaison to the appropriate management personnel to independently respond to inquiries/concerns; interprets applicable rules, regulations, policies, and procedures to employees as related to the School District.
- Types and composes confidential and specialized letters, memos, charts, reports, agendas, and other types of documents and correspondences.
- Administers the critical confidential record keeping duties, e.g., records new hire files, maintains legal documents, evaluates and prepares the appropriate electronic forms to the Florida Department of Education.
- Verifies the accuracy of all employee records and certification files; distributes all appropriate records and files to the Human Resources Department.
- Prepares for management, a monthly spread sheet of all state and local fees collected.
- Reconciles and authorizes payment for monthly invoice from the Department of Education.
- Maintains Partnership Training and updates from the Florida Department of Education of changes in laws, procedures, and statutes affecting the certification process.
- Receives test scores and documents results.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Associate Degree or higher.
- Five (5) years of responsible experience in the human resources functions of instructional certifications.
- Partnership Training by the Department of Education.
- An equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of applicable state and departmental laws, policies, procedures, regulations, rules, and acts governing the processing of personnel actions.
- Requires the ability to display knowledge of business English, spelling, and punctuation.
- Requires the ability to display knowledge of modern office practices and procedures. Recordkeeping methods, practices, and procedures.

- Requires the ability to display knowledge of the use of specified computer applications involving data entry and standard report generation.
- Requires the ability to display knowledge of interpersonal skills necessary to effectively interact with internal staff, administrative officials, and the general public, both in person and over the telephone.
- Requires the ability to work in a lead and independent capacity.
- Requires the ability to display knowledge of routine word processing and familiarity with computer operations.
- Requires the ability to develop effective working methods and procedures.
- Requires the ability to plan, organize, and supervise the work of clerical subordinates.
- Requires the ability to interpret, explain, and apply laws, rules, policies, and regulations.
- Requires the ability to assemble and organize data and preparing reports from such data.
- Requires the ability to meet and deal with the public in an effective, professional, courteous, and cooperative manner.
- Requires the ability to accept, receive, and/or collect payments.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.

PHYSICAL DEMANDS

While performing the essential functions of this job the employee is frequently required to stand and walk, use hands to finger, handle, or feel, reach with hands or arms, climb or balance, or bend at the waist, and is occasionally required to lift and/or move up to 10 pounds. The work also requires the following physical abilities in order to perform the essential job functions: grasping, hearing, kneeling, mental acuity, repetitive motion, speaking, visual acuity, and talking.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

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

Date of Revision: