



Job Title: Certification Specialist 1

Exemption Status/Test: Non-Exempt

Reports to: Manager Certification Human Resources

Date Revised: June 2021

Dept. /School: Human Resources

Primary Purpose:

Work under moderate supervision to verify and monitor certification status of applicants and employees. Confirm district compliance with state and federal certification and licensing requirements.

Qualifications:

Education/Certification:

Bachelor's degree from an accredited university

Experience:

Three (3) years human resources experience

Five (5) years clerical experience, including the human resources experience

Experience with Oracle and Outlook, preferred

Proficiency with Google Suite and MS Office, preferred

Special Knowledge/Skills:

Ability to understand and implement certification rules and procedures

Ability to use software to develop spreadsheets, databases, and do word processing

Ability to effectively present information to other employees in one-on-one and small group situations

Effective and strong organizational, communication and interpersonal skills

Ability to prioritize workflow for themselves to address the multiple needs of the supervisor or department

Ability to organize and multi-task in a high-volume, fast-paced work environment; with extended hours during peak times

Ability to maintain accurate records

Detail-oriented and flexibility under pressure

Ability to complete assignments with short deadlines

Ability to exercise good judgment in handling confidential information

Major Responsibilities and Duties:

Certification and Licensing

1. Process teacher and paraprofessional hire recommendations and verify certification with the Texas State Board of Educator Certification (SBEC), universities, colleges, and education agencies in other states.
2. Assist principals and directors of human resources (HR) in identifying appropriate requirements for teacher and paraprofessional assignments according to state and federal assignment criteria.
3. Track certification, testing, and permit status and follow-up with employees to ensure completion of certification requirements within established timelines. Process state permit applications and monitor permit status.

4. Research and maintain current information on state and federal rules, certification requirements and processes, and testing dates.

Records, Reports, and Correspondence

5. Compile, maintain, and file all reports, records, and other documents as required including maintaining a database of certification and licensing information for certified or licensed professionals, paraprofessionals, and auxiliary employees.
6. Prepare correspondence, forms and reports according to district standards and requirements

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals; advanced knowledge of Microsoft Office, Business Management Information Systems and Student Information Systems.

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, twisting, and standing

Motion: Repetitive hand motions, frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.