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

**Experience:**
Five (5) years clerical experience

**Special Knowledge/Skills:**
- Ability to understand and implement certification rules and procedures
- Ability to use software to develop spreadsheets, databases, and do word processing
- Basic math skills
- Mastery of both oral and written English with the ability to write general correspondence
- Effective organizational, communication and interpersonal skills

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:

Supervision and evaluation of certification specialist.

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.