
INTEROFFICE MEMORANDUM

TO: BOARD MEMBERS
TIM WYROSDICK, SUPERINTENDENT

FROM: DON LEWIS LYNN, JR.
ASST. SUPT./HUMAN RESOURCES

SUBJECT: REVISED JOB DESCRIPTIONS

DATE: 05/13/2013

The attached revised job descriptions for Certification Specialist and Personnel Assistant III are submitted for your approval.

Please contact Lewis Lynn if you have any questions.

POSITION TITLE: **CERTIFICATION SPECIALIST II**
POSITION # 61052
SUPERVISOR: NO RANGE: 18
DEPARTMENT: HUMAN RESOURCES

GENERAL DESCRIPTION: Analyze transcripts and process applications for Florida Teacher Certification. Maintain appropriate contracts, files and data information for instructional personnel.

ESSENTIAL JOB FUNCTIONS: Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

Previews and processes all applications for certification to be issued by Department of Education;
Maintains computer access with Florida Department of Education regarding certification status of applicants and when necessary follows up by telephone or e-mail regarding problem situations;
Provides information to employees and interested applicants involving courses requirements for recertification and additions of subject areas to certificates;
Collaborates with Director of Professional Development identifying beginning teachers and supplying information regarding certification in connection with the Professional Orientation Program and Alternative Certification Program;
Provides information to schools regarding certification regulations and rule changes via e-mails and certification newsletter;
Evaluates instructional applications for certification eligibility;
Reviews certificates of instructional personnel for dates of expiration and prepares notification to begin renewal process;
Provides information to schools and departments on legislative/district requirements;
Initiates correspondence with newly hired personnel regarding certification and examination requirements;
Performs data entry of all certificates issued to instructional personnel;
Serves as certification contact for the county, maintaining liaison with the Department of Education on certification issues;
Maintains appropriate information in computer system;
Analyzes Department of Education regulations, bulletins, transcripts, course contents, board policy, personnel records, work histories and other pertinent data;
Provides advice, consultations and interpretative guidance to administrators, teachers, applicants, staff, other agencies and public on certification;
Checks certificates for correct field;
Issues all renewals of professional certificates for active district instructional employees;
Submits electronic forms to DOE;
Provides training sessions for Professional Orientation Program/Experienced Professional orientation Program and Alternative Certification Program;
Maintains and processes National Board Certification records for district employees;
Notifies principals of teachers working or assigned out of field and of the needed and proper course work;

Review the Highly Qualified status of every teacher of core academic courses; provide report of teachers who are not Highly Qualified; advise instructional and administrative staff on acceptable methods for becoming Highly Qualified. Review Highly Qualified status of all instructional applicants.
Performs related duties as required.

ESSENTIAL PHYSICAL SKILLS: Sit for extended periods; communicate using speech, hearing and vision skills.

ENVIRONMENTAL CONDITIONS: Office.

KNOWLEDGE OF: Clerical details of office practices, procedures and methods; various phases of personnel administration applicable to the District School Board; knowledge of rules, regulations and procedures pertaining to employment of district school personnel and Department of Education certification program.

ABILITY TO: Assume administrative responsibility; interpret and execute policies; communicate effectively with officials, principals, administrators, employees and the public; assemble, organize and present in oral or written form statistical and factual information; exercise independent judgment.

MINIMUM QUALIFICATIONS:

1. Graduation from high school or GED.
2. Eight years experience in a Human Resource related position, four years of which must have been above the clerical level, with at least one of the four years involving duties directly related to the certification of teachers **or** an equivalent combination of training and experience.

Amended: ~~12/14/10~~05/23/13

POSITION TITLE: ~~CERTIFICATION SPECIALIST I~~ PERSONNEL ASSISTANT III

POSITION # 61051

SUPERVISOR: NO RANGE: 16

DEPARTMENT: HUMAN RESOURCES

GENERAL DESCRIPTION: Maintain appropriate contracts, files and data information for instructional personnel. Back up the Certification Specialist, ~~a~~ Analyze transcripts and process applications for Florida Teacher Certification. Maintain appropriate contracts, files and data information for instructional personnel.

ESSENTIAL JOB FUNCTIONS: Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

~~Previews and processes all applications for certification to be issued by Department of Education;~~
~~Maintains computer check with Florida Department of Education regarding certification status of applicants and when necessary follows up by telephone or e-mail regarding problem situations;~~
~~Provides information to employees and interested applicants involving course requirements for recertification and additions of subject areas to certificates;~~
~~Collaborates with Director of Professional Development identifying beginning teachers and supplying information regarding certification in connection with the Professional Orientation Program and Alternative Certification Program;~~
~~Provides information to schools regarding certification regulations and rule changes via e-mails and certification newsletter;~~
~~Evaluates instructional applications for certification eligibility;~~
~~Reviews certificates of instructional personnel for dates of expiration and prepares notification to begin renewal process;~~
~~Initiates correspondence with newly hired personnel regarding certification and examination requirements;~~
~~Performs data entry of all certificates issued to instructional personnel;~~
~~Serves as certification contact for the county, maintaining liaison with the Department of Education on certification issues;~~
~~Maintains appropriate information in computer system;~~
~~Analyzes Department of Education regulations, bulletins, transcripts, course contents, board policy, personnel records, work histories and other pertinent data;~~
~~Provides advice, consultations and interpretative guidance to administrators, teachers, applicants, staff, other agencies and public on certification;~~
~~Checks certificates for correct field;~~
~~Issues all renewals of professional certificates for active district instructional employees;~~
~~Submits electronic forms to DOE;~~

Certification Specialist I Personnel Assistant III

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~~Provides data for training sessions for Professional Orientation Program/Experienced Professional Orientation Program and Alternative Certification Program;~~

~~Maintains and processes National Board Certification records for district employees;~~

~~Notifies principals of teachers working or assigned out of field and of the needed and proper course work;~~

~~Review the Highly Qualified status of every teacher of core academic courses; provide report of teachers who are not Highly Qualified; advise instructional and administrative staff on acceptable methods for becoming Highly Qualified. Review Highly Qualified status of all instructional applicants.~~

Enters data into the computer system;

Assists and relieves supervisor of paperwork and routine office duties;

Obtains, gathers and organizes data for reports and presentations;

Prepares documentation and composes letters and memoranda;

Receives calls, answering questions involving the interpretation of laws, rules, regulations, and Board policies;

Prepares and verifies personnel forms, records and related reports;

Prepares reports for entry into computer;

Maintains current knowledge of terminal operations and personnel files;

Enters information into the computer system and maintains job records for salary purposes;

Makes appropriate decisions related to personnel issues;

Serves as primary backup for the Certification Specialist;

Helps to maintain Instructional, Administrative, and Educational Support Evaluation Manuals.

Performs related duties as required.

ESSENTIAL PHYSICAL SKILLS: Sit for extended periods; communicate using speech, hearing and vision skills.

ENVIRONMENTAL CONDITIONS: Office.

KNOWLEDGE OF: Clerical details of office practices, procedures and methods; various phases of personnel administration applicable to the District School Board; knowledge of rules, regulations and procedures pertaining to employment of district school personnel and Department of Education certification program.

ABILITY TO: Interpret and execute policies; communicate effectively with officials, principals, administrators, employees and the public; assemble, organize and present in oral or written form statistical and factual information; exercise independent judgment.

MINIMUM QUALIFICATIONS:

1. Graduation from high school or GED.

2. Six years experience in a Human Resource related position, three years of which must have been above the clerical level, with at least one of the three years involving duties directly related to the certification of teachers **or** an equivalent combination of training and experience.

Amended: 12-14-1005-23-13