

SCHOOL DISTRICT OF GADSDEN COUNTY

JOB DESCRIPTION

CERTIFICATION SPECIALIST

QUALIFICATIONS:

- (1) High School Diploma or equivalent with post secondary business secretarial skills or training or equivalent work experience.
- (2) Minimum of seven (7) years successful experience in secretarial services.
- (3) Ability to type sixty (60) correct words per minute.
- (4) Demonstrated knowledge of certification procedures and practices.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of application laws, rules, and policies. Knowledge of certification procedures. Ability to work effectively and courteously with others. Ability to work accurately with figures. Ability to use a computer and office software. Ability to communicate effectively orally and in writing.

REPORTS TO:

Supervisor

JOB GOAL

<p>To provide information and assistance in the area of certification and to provide clerical and record keeping assistance to assigned personnel.</p>
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SUPERVISES:

N/A

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 12

CERTIFICATION SPECIALIST (Continued)**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Renew professional teaching certificates on-line with Department of Education (DOE).
- * (2) Update personal information on-line at DOE.
- * (3) Track certification areas to be renewed.
- * (4) Design and prepare Substitute Certificates.
- * (5) Design and prepare non-degree Vocational Certificates.
- * (6) Keep eligible substitute teacher listing current.
- * (7) Maintain, calculate, and evaluate inservice / college courses for renewal of professional certificates.
- * (8) Maintain and disseminate information regarding requirements for substitute and professional certificates.
- * (9) Maintain and disseminate information relative to inservice and certification procedures and requirements.
- * (10) Track and notify employees and administrators of expiring certificates.
- * (11) Input and maintain computerized records of inservice activity for professional certificate renewal.
- * (12) Design and distribute certificate renewal applications.
- * (13) Receive and record payments for substitute, vocational and professional teaching certificates.
- * (14) Track and maintain ESOL and Clinical Educator trained personnel.
- * (15) Arrange and record fingerprint interviews.
- * (16) Conduct inquiries, research and maintain fingerprint records.
- * (17) Transcribe Criminal History Review committee findings and recommendations.
- * (18) Maintain records of university interns, their school sites and dates of placement.
- * (19) Process inservice requests.
- * (20) Assist with scheduling and arrangements for inservice activities.
- * (21) Process travel vouchers.
- * (22) Catalog and dispense Staff Development training materials.
- * (23) Design and process inservice forms.
- * (24) Arrange accommodations for inservice consultants.
- * (25) Schedule, arrange, and set up rooms for training activities as directed by Supervisor.

Employee Qualities / Responsibilities

- * (26) Keep current on all rule changes and other information relative to certification and staff development.
- * (27) Perform duties as receptionist for department.
- * (28) Duplicate materials as needed.
- * (29) Order and maintain supplies as needed.
- * (30) Type and mail communiqués as directed by Supervisor.
- * (31) Perform all other typing and clerical duties as indicated by Supervisor.
- * (32) Maintain confidentiality of employee and department matters.
- * (33) Maintain effective communications with District personnel and the public.
- * (34) Keep immediate supervisor informed about potential problems or unusual events.

System Support

- * (35) Maintain, copy and distribute the Master Inservice Plan.
- * (36) Maintain, copy and distribute the Professional Orientation Plan.
- * (37) Maintain, copy and distribute the Human Resource Management Development Program.
- * (38) Maintain applicable budgets.
- * (39) Process inservice points to and from other districts.

CERTIFICATION SPECIALIST (Continued)

- *(40) Complete records and reports accurately and efficiently
- *(41) Demonstrate support for the School District's goals and priorities.
- (42) Perform other duties as assigned.

*Essential Performance Responsibilities