Title: **Certification Specialist** Pay Grade: 303
Reports to: Administrators Assigned FLSA: Exempt
Department: Human Capital Management Length of Assignment: 226 days

Summary

Directly oversee certification status of campus administrators, certified/licensed professionals requiring certification, and instructional aides. Ensure appropriate, highly qualified applicants and employees meet district, state, and federal requirements, policies, and regulations. Communicate frequently with applicants, administrators, and outside agencies. Provide support to the Human Capital Management directors by performing duties, functions, and services that facilitate the administrator's responsibilities. Adhere to federal and state laws, as well as district policies, procedures, and regulations.

Essential Functions

1. Examine, evaluate, audit, and maintain certification and licensing information of campus administrators, certified/licensed professionals, paraprofessionals, applicants, and employees for positions in the district using guidelines established by the district, state, and federal education licensing/certification agencies.

2. Verify certification with the Texas State Board for Educator Certification (SBEC), universities, colleges, and education agencies in other states for campus administrator, certified/licensed professional, and instructional aide applications; submit SBEC permit applications and monitor permit status.

3. Ensure the No Child Left Behind (NCLB) highly qualified and Every Student Succeeds Act (ESSA) eligibility for current assignments and monitor status of certified professionals and instructional aides.

4. Research and maintain current computerized and physical information on NCLB highly qualified, ESSA, and SBEC rules, certification requirements and processes, testing dates, etc.

5. Track certification, testing, and permit status of highly qualified certified teachers and instructional aides to ensure completion within established timelines of all district, state, and federal requirements. Communicate and follow up effectively with employees to keep them informed of their status.

6. Provide all certification information required by auditors conducting Texas Education Agency (TEA) or federal accreditation audits.

7. Serve as a resource to applicants, employees, and administrators on highly qualified and certification issues.

8. Serve as a liaison between district personnel, accredited college/university certification officers, SBEC, and other institutions or agencies as required.

9. Provide computerized reports as requested by district administrators, to include compiling information for accreditation reports.

10. Maintain computer and physical database of assigned certified and licensed staff.

11. Meet and/or communicate with certified staff to review certification status or licensure and give specific instructions and plans of action for obtaining and renewing.

12. Attendance at the work site is required to meet essential functions of the job.

Other Responsibilities

1. Participate in professional development activities as required by the district.

2. Follow established safety procedures and techniques to perform job duties; support district/department goals.

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3. Maintain a professional code of ethics and perform other duties as assigned.

Qualifications

Associates degree required; Bachelor's degree preferred; emphasis on Human Resources preferred; three (3) years' experience in a public education setting. Experience with state certification requirements preferred. Possess strong organizational skills. Ability to communicate effectively (both orally and in writing), and possess strong interpersonal skills. Ability to meet established deadlines.

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress; ability to work with frequent interruptions; prolonged use of computers and occasional prolonged and irregular hours; occasional district-wide travel. Valid Texas/New Mexico driver's license; subject to the district's drug and alcohol screening policy and regulation; must be insurable by the district's auto liability insurance carrier.

Approvals

Original approved and signed document located in the Ysleta ISD Human Resources Department.

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