

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### MANAGER, HR Instructional Staffing and Certification

#### QUALIFICATIONS

- Bachelor's Degree with specialization in Education, Human Resources, Business, or five (5) years of related experience.
- Experience with teacher certification processing desirable.

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of administrative computer applications as related to departmental job functions.
- Knowledge of applicable laws, rules, policies and procedures.
- Effective skills in oral and written communications.
- Ability to plan, organize and prioritize.
- Ability to analyze, interpret and use data in decision-making.
- Ability to provide leadership to assigned personnel.

#### SUPERVISION

**REPORTS TO** Executive Director of Human Resources and Professional Standards  
**SUPERVISES** Assigned Personnel

#### POSITION GOAL

*To manage the District's certification processes for all instructional personnel pursuant to Florida Statutes.*

#### PERFORMANCE RESPONSIBILITIES

1. \* Effectively articulate staffing needs with colleges of education.
2. \* Coordinate the timely flow of applications for certificates from the District to the Bureau of Teacher Certification.
3. \* Assist with interviewing, screening, and hiring instructional personnel to fill anticipated vacancies.
4. \* Assist administrators with selection of certified personnel to fill vacancies.
5. \* Present appropriate information during New Employee Orientation.
6. \* Coordinate recruitment efforts with the District exceptional education department to fill critical needs.
7. \* Assist in the recruitment efforts for minority educators.
8. \* Counsel teachers and/or applicants regarding teacher certification policies and requirements.
9. \* Disseminate to teacher applicants information and specific requirements pertaining to the Florida Teacher Examination.
10. \* Assist with developing procedures for computer processing and storage of certification data.
11. \* Act as a liaison between the District, the State Department of Education, and schools of higher education to establish coursework to meet State certification laws.
12. \* Prepare certification reports.
13. \* Confirm certification eligibility status and implement deficiency notification to instructional personnel.
14. \* Assist teachers and administrators with the Florida Teacher Certification application process.
15. \* Assist cost center supervisors with teacher certification (degreed and non-degreed) information.
16. \* Collect, analyze, and compile data for District Out-Of-Field Reports.
17. \* Implement procedures to process the renewal and add-on applications of the Professional Florida Educators' Certificate.
18. \* Evaluate transcripts and course descriptions to meet State certification rules.
19. \* Provide input into Bureau of Teacher Certification to establish or abolish State laws regarding teacher certification.
20. \* Identify and pursue areas of professional growth.
21. \* Collect, verify and document data, as it relates to the Federal law "No Child Left Behind (Highly Qualified)."
22. \* Serve as the contact for the Financial Assistance Program and sign off on District instructional staff that applied for financial assistance.
23. \* Provide training for instructional substitutes.
24. \* Administer and coordinate the District's Induction, Alternative Certification, and School Wide Mentoring Programs.

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25. \* Administer and coordinate the placement of university and college junior and senior interns.
26. \* Assist and help coordinate planning and implementation of the District Summer Education Conference.
27. \* Coordinate the District's National Board Teacher Certification procedures and payment of State bonus.
28. \* Provide assistance to the District's Charter Schools as it relates to teacher certification and State funding (FTE).
29. \* Administer the District's Non-Degreed Vocational Certification Program and authorize appropriate salary based on experience in the profession.
30. \* Coordinate trainings and dialog with various departments in the District relating to changes in State certification rules and laws
31. \* Update or develop Board policy relating to State certification for Board approval,
32. Perform other duties as assigned by the Executive Director of Human Resources and Professional Standards.

\*Denotes essential job function/ADA

## EQUIPMENT / MATERIALS

Standard Office Equipment

## PHYSICAL REQUIREMENTS

**Sedentary Work** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

## PHYSICAL ACTIVITIES

**Sitting** Resting with the body supported by the buttocks or thighs.  
**Standing** Assuming an upright position on the feet particularly for sustained periods of time.  
**Walking** Moving about on foot to accomplish tasks, particularly for long distances.  
**Finger Dexterity** Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.  
**Talking** Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.  
**Hearing Acuity** The ability to perceive speech and other environmental sounds at normal loudness levels.  
**Visual Acuity** The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

## WORKING CONDITIONS

**None** The worker is not substantially exposed to adverse environmental conditions (such as in a typical office or administrative work.)

## TERMS OF EMPLOYMENT

**PAY GRADE**  
**AO-12-G \$52,937 - \$83,341**  
 District Salary Schedule  
 Months 12  
 Annual Days 258  
 Weekly Hours 37.5  
 Annual Hours 1935

**POSITION CODES**  
 PeopleSoft Position TBD  
 Personnel Category 14  
 EEO-5 Line 44  
 Function Vary  
 Job Code 1911  
 Survey Code 77337

**FLSA**  
 Applicable  
 Not applicable

**BOARD APPROVED**  
 April 24, 2012  
 February 23, 1999  
 Previous Board Approval

ADA Information Provided by EMC  
 Position Description Prepared by Ron Pinnell