

SEMINOLE COUNTY PUBLIC SCHOOLS

Job Description

SPECIALIST, Certification

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Three (3) years responsible secretarial experience.
- Knowledge of Florida State Board Rules as related to teacher certification.
- Knowledge of computer applications and technical equipment as related to specific job functions.

REPORTS TO Manager, HR Instructional Staffing / Certification **SUPERVISES** No supervisory duties

POSITION GOAL

To provide support to the District teacher certification office.

PERFORMANCE RESPONSIBILITIES

1. * Coordinate technology projects as specified, including maintaining a comprehensive website for the Human Resources department.
2. * Create and disseminate informational items and publications as related to certification and recruitment.
3. * Assist the HR certification manager in ensuring that all certification procedures meet all legal requirements.
4. * Provide information to applicants and employees regarding certification policies and procedures.
5. * Assist in analyzing and evaluating instructional staff certification data.
6. * Assist in collecting and publishing data as related to the reporting of the district's out-of-field teachers to be presented at each Board meeting for Board approval.
7. * Develop and maintain certification data base to track specific requirements as defined in State Board Rule as they relate to the reappointment status of instructional staff.
8. * Maintain written procedures related to certification.
9. * Assist with the processing of certification and re-certification applications.
10. * Provide certification assistance to Human Resources personnel.
11. * Remain current on changing procedures and technology related to teacher certification.
12. Perform other duties as assigned by the Manager, HR Instructional Staffing/Certification.

**Denotes essential job function/ADA*

TERMS OF EMPLOYMENT

PAY GRADE

District Salary Schedule
C-C \$31,925 - \$56,694
M-12 D-258 H-1935

POSITION CODES

PeopleSoft Position **TBA**
Personnel Category **14**
EEO-5 Line **44**

ADA CODES

2 **TBA**
3 **TBA**
4 **TBA**

BOARD APPROVED

September 26, 2000