



Job Title: Certification Specialist I

Exemption Status: Nonexempt

Reports to: Certification Manager

Date Revised: February 2024

Dept./School: Human Resources Department

Pay Grade: 101

Primary Purpose:

Work under moderate supervision to verify and monitor the certification status of applicants and employees. Confirm district compliance with state and federal certification and licensing requirements.

Education/Certification:

- Bachelor's degree in a related field

Experience:

- Minimum of two (2) years of Human Resources experience **OR**
- Minimum of five (5) years of clerical experience
- Some experience with Oracle, Google Suite, MS Office, and Outlook, preferred

Special Knowledge/Skills/Abilities:

- Ability to understand and implement certification rules and procedures
- Ability to use software to develop spreadsheets, databases, and do word processing
- Ability to effectively present information to other employees in one-on-one and small-group situations
- Effective and strong organizational, communication, and interpersonal skills
- Ability to prioritize workflow for themselves to address the multiple needs of the supervisor or department
- Ability to organize and multitask in a high-volume, fast-paced work environment, with extended hours during peak times
- Ability to maintain accurate records
- Detail-oriented and flexible under pressure
- Ability to complete assignments with short deadlines
- Ability to exercise good judgment in handling confidential information

Major Responsibilities and Duties:

Certification and Licensing

1. Process teacher and paraprofessional hire recommendations and verify certification with the Texas State Board of Educator Certification (SBEC), universities, colleges, and education agencies in other states.
2. Assist principals and human resources (HR) directors in identifying appropriate requirements for teacher and paraprofessional assignments according to state and federal assignment criteria.
3. Track certification, testing, and permit status and follow up with employees to ensure completion of certification requirements within established timelines: process state permit applications and monitor permit status.
4. Research and maintain current information on state and federal rules, certification requirements and processes, and testing dates.

Records, Reports, and Correspondence

5. Compile, maintain, and file all reports, records, and other documents as required, including maintaining a database of certification and licensing information for certified or licensed professionals, paraprofessionals, and auxiliary employees.

6. Prepare correspondence, forms, and reports in accordance with district standards and requirements.
7. Perform all other duties as assigned.

Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment, including a personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions, frequent keyboarding, and use of a mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: Work irregular hours; occasional prolonged hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress; maintain confidentiality

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____