

**School District of Santa Rosa County  
Job Description**

**Certification Specialist**

<b>Reports to:</b> Assistant Superintendent, Human Resources	<b>FLSA Status:</b> Non-Exempt
<b>Department:</b> Human Resources	<b>Prepared by:</b> Human Resources
<b>Date:</b> April 24, 2014	<b>Job Code:</b> 11030
<b>Position #:</b> 61052	<b>Range:</b> 18

**Principal Duties and Responsibilities (Essential Functions):**

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees such as honesty, industry, sobriety and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Previews and processes all applications for certification to be issued by Department of Education;
- Maintains computer access with Florida Department of Education regarding certification status of applicants and when necessary follows up by telephone or e-mail regarding problem situations;
- Provides information to employees and interested applicants involving courses requirements for recertification and additions of subject areas to certificates;
- Collaborates with Director of Professional Development identifying beginning teachers and supplying information regarding certification in connection with the Professional Orientation Program and Alternative Certification Program;
- Provides information to schools regarding certification regulations and rule changes via e-mails and certification newsletter;
- Evaluates instructional applications for certification eligibility;
- Reviews certificates of instructional personnel for dates of expiration and prepares notification to begin renewal process;
- Provides information to schools and departments on legislative/district requirements;
- Initiates correspondence with newly hired personnel regarding certification and examination requirements;
- Performs data entry of all certificates issued to instructional personnel;
- Serves as certification contact for the county, maintaining liaison with the Department of Education on certification issues;
- Maintains appropriate information in computer system;
- Analyzes Department of Education regulations, bulletins, transcripts, course contents, board policy, personnel records, work histories and other pertinent data;
- Provides advice, consultations and interpretative guidance to administrators, teachers, applicants, staff, other agencies and public on certification;
- Checks certificates for correct field;
- Issues all renewals of professional certificates for active district instructional employees;
- Submits electronic forms to DOE;
- Provides training sessions for Professional Orientation Program/Experienced Professional orientation Program and Alternative Certification Program;
- Maintains and processes National Board Certification records for district employees;

- Notifies principals of teachers working or assigned out of field and of the needed and proper course work;
- Review the Highly Qualified status of every teacher of core academic courses; provide report of teachers who are not Highly Qualified; advise instructional and administrative staff on acceptable methods for becoming Highly Qualified. Review Highly Qualified status of all instructional applicants.
- Performs related duties as required.

**Supervision Received:**

- Assistant Superintendent, Human Resources
- Director of Employee Evaluations & Accountability

**Supervision Exercised:**

None

**Minimum Qualifications & Skills Required:**

- Graduation from high school or GED.
- Eight years' experience in a Human Resource related position; four years of which must have been above the clerical level; with at least one of the four years involving duties directly related to the certification of teachers or an equivalent combination of training and experience.

**Preferred:**

N/A

**Physical Demands:**

Sit for extended periods; communicate using speech, hearing and vision skills. Exerting up to 20 pounds of force occasionally, and up to 10 pounds of force frequently, as needed to move objects. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Terms of Employment:**

Approved Compensation Plan  
Educational Support Salary Schedule

**Conclusion:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.