



JOB TITLE	DEPARTMENT	REPORTS TO
Certification Specialist	Human Resources	Administrator, Human Resources

Position No: 77337	Length of Work Year: 12 Months
Salary Schedule: P12	Date Approved: 8/22/06
FSLA: Exempt	Date Revised: 2/2/18; 6/17/22

JOB GOAL
Oversees, coordinates, and provides specialized support in educator certification.

MINIMUM QUALIFICATIONS

1. Associate of Arts degree or high school diploma with five (5) years of progressive work experience in Human Resources.
2. Knowledge of Florida State Board Rules as related to teacher certification.
3. Knowledge of computer applications and technical equipment as related to specific job functions.
4. Familiarity with computer-based databases and spreadsheets.
5. Ability to perform the job functions.

DUTIES AND RESPONSIBILITIES

1. To create and disseminate informational items and publications as related to certification and recruitment.
2. To assist the HR administrator in ensuring that all certification procedures meet all legal requirements.
3. To provide information to applicants and employees regarding certification policies and procedures.
4. To assist in analyzing and evaluating instructional staff certification data.
5. To assist in collecting and publishing data as related to the reporting of the district's out-of-field teachers.
6. To develop and maintain certification database to track specific requirements as defined in State Board Rule as they relate to the reappointment status of instructional staff.
7. To maintain written procedures related to certification.
8. To process certification and re-certification applications.
9. To provide certification assistance to Human Resources personnel.
10. To remain current on changing procedures and technology related to teacher certification.
11. To attend the New Employee Orientation as directed by the HR administrator.
12. To confirm certification eligibility status and implement deficiency notification.
13. To assist in notifying teachers of needed training/course work for compliance with the Meta Decree.
14. To assist in the coding of state reporting fields for Certification/Licensure.
15. To perform assigned tasks in a timely and efficient manner.
16. To perform assigned tasks with a high standard of quality.
17. Performs other duties as assigned by the Human Resources administrator.

PHYSICAL DEMAND CLASS:

Light-Medium (LM) - Frequent lifting and carrying of objects weighing 20 pounds or less. Infrequent lifting and carrying of objects weighing 21-50 pounds. Frequent walking and/or standing is required to carry out duties.