

CERTIFICATION SPECIALIST

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Provides human resources support for School Division initiatives in the areas of recruitment, selection, and certification of teachers, which may include coordinating recruitment activities, processing and reviewing applications for teaching positions, determining whether applicants qualify for teaching certification, processing applications with the State for licensure/re-certification, organizing presentations at job fairs and related programs, and maintaining records and computer databases.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Interprets, explains, and applies all applicable federal, state, and local policies, procedures, laws, rules, regulations, and standards; initiates any actions necessary to correct deviations or violations.
- Assists with preparation and conducting of new employee orientations. Coordinates recruitment activities for the School Division; reviews recruitment packages to determine adherence with division, state, and federal policies; ensures establishment of appropriate starting salaries for teachers; establishes screening criteria; writes job advertisements; composes and mails letters of regret to applicants.
- Processes and reviews applications for teaching positions to determine areas of endorsement and ability to be certified; determines whether applicants qualify for provisional or full teaching certification.
- Process, reviews, and completes teaching applications for new hires applying for initial licensure the State Department of Education; processes applications for license extensions, re-certifications, endorsement credentials, college transcripts, college verification forms; sends endorsement credentials to State Department of Education, requests evaluation of teachers' coursework, and advises teachers of State's decisions; documents information and presents justification to State Department of Education to request waiver of requirements when appropriate.
- Processes and receives contracts for new hires; completes personnel action notification forms for new hires to process payroll data.
- Maintains licensure data base and records on each teacher to ensure sufficient credits are earned to maintain active certification.
- Assists School Division presentation/participation at job fairs and related programs within/outside the state; prepares and assembles recruitment materials.
- Prepares or completes various forms, reports, correspondence to include personnel action notification forms, recruitment packages, recruiting schedules, interview materials/packets, job advertisements, transcript requests, employment contracts/supplements, applicant rosters, school directories, or other documents.
- Receives, reviews, completes, processes, forwards or retains as appropriate various forms, reports, correspondence to include teacher employment applications, requirement letters, experience reports, contracts, interview materials, salary scales, policies, procedures, laws, regulations, guidelines, manuals, handbooks, reference materials, or other documentation.
- Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, database, or other software programs.
- Consults with and provides technical assistance to hiring principals, department heads, and supervisors regarding the interview process and procedures.
- Conducts or coordinates employment reference checks, background checks, and child protection service checks; completes employment verification forms.
- Conducts special projects.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of human resources practices and employment laws, and procedures,; thorough knowledge of departmental functions, organization and policies; extensive computer applications knowledge (MS Office Suite, various databases, and other applications. Superior written and oral communication skills. Ability to prioritize multiple tasks and be flexible to supervisors' needs. Ability to work independently and with minimal supervision (including strong decision making ability). Experience in collaborative work settings preferred.

EDUCATION AND EXPERIENCE:

Bachelor's degree from an accredited institution preferred or Associate's degree with equivalent experience. High school diploma or GED; supplemented by college level course work or vocational training in human resources, business management, or business administration, and personal computer operations; supplemented by two (2) years previous experience and/or training involving recruitment, teacher licensure, and Virginia school program experience, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PHYSICAL REQUIREMENTS:

Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Required to be a Notary Public.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.