

SCHOOL DISTRICT OF JACKSON COUNTY

JOB DESCRIPTION

CERTIFICATION AND RETIREMENT SPECIALIST

QUALIFICATIONS:

- (1) Bachelor's Degree or higher from an accredited educational institution preferred. Related or technical experience may be substituted on a year-for-year basis for the required college education.
- (2) Minimum of five years progressively responsible clerical or administrative support experience, with three years in an organized personnel program. Prior School Board personnel experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge and ability to use micro-computers. Extensive knowledge of certification and retirement laws and requirements. Considerable knowledge of District personnel procedures and practices. Ability to prepare and maintain complex manual and automated records. Ability to establish and maintain working relationships with all levels of school and District personnel. Effective written and oral communication skills.

REPORTS TO:

Deputy Superintendent

JOB GOAL

To support the program and goals of the Personnel service function, and assist managers in all matters concerning teacher certification and retirement.

SUPERVISES:

Assigned Support Personnel

PERFORMANCE RESPONSIBILITIES:

- (1) Serve as specialist and counselor to potential and current employees regarding certification requirements for issuance or re-issuance of the various types of Educator Certificates.
- (2) Process and maintain records of all applications for certification, including initial applications, renewals, additions, and evaluations that are sent through the County Office.
- (3) Access and interpret certification information from the Florida Information Resources Network.
- (4) Serve as advisor to school principals and other supervisory personnel by providing requested information on teacher certification of present and potential employees.
- (5) Set up and maintain various computer programs related to the certification process.
- (6) Monitor and counsel teachers on temporary certification, advising them of requirements to be met for obtaining a professional certificate.

**Board Approved April 20, 1998
Amendment Board Approved April 15, 2003**

CERTIFICATION AND RETIREMENT SPECIALIST (Continued)

- (7) Assist in the identification of out-of-field teachers and advise them regarding appropriate course work needed for certification.
- (8) Advise on course work appropriate for initial certification or renewal of certificates.
- (9) Provide applicants and employees with information of the Florida Teacher Certification Exam.
- (10) Identify the status of new teachers for the Professional Orientation Program.
- (11) Keep abreast of changes in state certification laws and rules, and participate in Florida Department of Education training and updating sessions.
- (12) Serve as the District's contact person with Department of Education for certification and retirement.
- (13) Execute and maintain personnel change forms.
- (14) Process pre-employment screening, including finger printing, and coordinate background checks with F.D.L.E.
- (15) Counsel and assist employees with various requirements relating to retirement.
- (16) Process employment contracts of all employees.
- (17) Conduct seminars on retirement as requested.
- (18) Maintain current knowledge of certification and retirement regulations.
- (19) Perform other incidental tasks consistent with the goals and objectives of this position.
- (20) Other duties assigned by the immediate administrator or supervisor.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Approved Unit Compensation plan, pay grade 24-28
12 months
7.5 hours per day

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.