



Human Resources Certification Specialist

Job Title:	Certification Specialist	Status:	Non-exempt
Reports to:	Executive Director of Human Resources	Terms:	226 Days
Dept./School:	Human Resources	Pay Grade:	Paraprofessional 6

Primary Purpose:

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

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Ability to understand and implement certification rules and procedures

Ability to use software to develop spreadsheets, databases, and do word processing

Basic math skills

Mastery of both oral and written English with the ability to write general correspondence

Effective organizational, communication and interpersonal skill

Experience:

Two years secretarial experience in a public education environment preferred

Major Responsibilities and Duties:

Certification and Licensing

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



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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 according to district standards and requirements.

Other

7. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

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

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

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

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

Environment: May work prolonged or irregular hours

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

This document describes the general purpose and responsibilities assigned to this job and 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 _____

Revised: 7/3/2023