



**BAY DISTRICT SCHOOLS
DEPARTMENT OF HUMAN RESOURCES
JOB DESCRIPTION**

TITLE: CERTIFICATION/COMPLIANCE HUMAN RESOURCE ADMINISTRATOR

- QUALIFICATIONS:**
1. Bachelor's Degree, Human Resources preferred **OR**
 - a. Specialized training in Florida Teacher's Certification and Human Resource areas **AND**
 - b. A minimum of five years of combined training and related human resources work experience with a school district environment.
 2. Comprehensive knowledge of district policies, state and federal laws and regulations relating to Florida certification and personnel operations and functions.

PHYSICAL REQUIREMENTS: LIGHT

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

REPORTS TO: As assigned on current Organizational Chart

SUPERVISES: As assigned on current Organizational Chart

PERFORMANCE RESPONSIBILITIES:

1. Serves as a liaison between Human Resources and employees or prospective employees regarding certification.
2. Advertises administrative and instructional vacancy announcements, which includes contacting, screening, organizing interview committees and scheduling appointments for candidates to be interviewed in accordance with School Board Policy, district selection procedures and the master contract.
3. Provides support for the submission and development of the personnel recommendations for School Board approval and provides technical support in areas related to the personnel recommendations.
4. Screens, qualifies, manages, and coordinates School-Based and District-Based Administrative Vacancy Processes.
5. Tracks, and works with the Coordinator of Teacher Quality and Recruitment on, the recruitment and retention of instructional personnel and attends various Job Fairs.
6. Assists in coordinating and managing the Human Resources employment processes.
7. Monitors the hiring process for all cost centers and ensure appropriately credentialed employees are recommended for employment and cost centers do not exceed their personnel allocations.
8. Articulates staffing needs with colleges of education.

9. Coordinates the Administrative trainings for the Targeted Selection process and Administrative Applications.
10. Assists Administrators with staffing of Temporary Instructors. Maintains database of certified instructors to serve as Temporary Instructors for extended leave vacancies.
11. Serves as the District contact person with the Department of Education regarding certification matters; attends appropriate conferences.
12. Determines certification eligibility according to state Department of Education Certification standards; interprets state statutes and rules.
13. Determines initial certification eligibility for instructional personnel.
14. Serves as a specialist and compliance authority for potential and current employees regarding certification requirements.
15. Provides expertise, consultation and interpretive guidance to administrators regarding certification requirements for prospective and current instructors. Consult with instructional personnel for courses and/or experience necessary for issuance, re-issuance or reinstatement of the various types of teachers' certificates.
16. Processes and requests teacher certification issuance for all instructional personnel; processes renewal of professional certificates and additions.
17. Generates flyers/information for dissemination of certification information.
18. Coordinates the electronic submission of applications for certificates from the District to the Bureau of Teacher Certification.
19. Prepares certifications reports and presents them to the Board and Superintendent as requested.
20. Confirms certification eligibility status and implements deficiency notification to instructional personnel required to meet federal and state requirements.
21. Develops, updates and maintains District website for Certification Renewal, valid certificate information and online payments.
22. Processes and obtains out-of-field reports needed to gain school board approval.
23. Identifies out-of-field teachers in preparation for notification to parents and the school board regarding this status.
24. Tracks and monitors out-of-field instructors. Enters data on FOCUS and AIMS databases for certification and Out of Field reporting.
25. Identifies teachers as "Highly Qualified" or "Not Highly Qualified" using Federal and State standards.
26. Prepares reports/correspondence to be sent to parents, community members, and district personnel regarding Federal and State standards and Highly Qualified status.
27. Serves as the district liaison with parents regarding inquiries associated with Federal and State Highly Qualified or Not Highly Qualified standards.
28. Analyzes and researches information related to credentials of potential applicants to effectively hire highly qualified teachers.
29. Coordinates CTE applicants and applications for district CTE Instructional Personnel.
30. Assists CTE Coordinator with qualifications and state requirements for staffing requirements in all CTE programs.

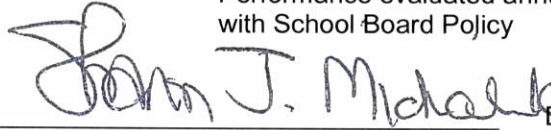
31. Performs other related duties as assigned by the Executive Director of Human Resources and other incidental tasks consistent with the goal and responsibilities of this position.

TERMS OF EMPLOYMENT:

12 months. Paygrade as established by the School Board

EVALUATION:

Performance evaluated annually by position supervisor in accordance with School Board Policy



APPROVAL

SEP 22 2015

Date:

Reviewed by Dept. of Human Resources

Adopted by Bay District School Board

Bay District Schools is an Equal Opportunity Employer