

Certification Officer

POSITION:	Certification Officer
REPORTS TO:	Director of Personnel
EMPLOYMENT TERM:	261 days
SALARY:	Based upon teacher pay scale as to degree and years of experience, plus \$250 monthly supplement
CERTIFICATION:	Valid West Virginia teaching certificate, pursuant to WV Code §18A-3-2; Criminal background check conducted pursuant to WV Code §18-5-15c and/or §18A-3-10, as appropriate; Meet the qualifications outlined in WV Code §18A-3-2a.
EVALUATION:	Performance in this position will be evaluated by the Director of Personnel and in accordance with WV State Code §18A-2-12, WV State Board Policy 5310, and FCBOE Policy B-1, <i>Professional Personnel Evaluation</i> .
EXPECTATIONS:	The Certification Officer, in conjunction with the Director of Personnel, oversees all aspects of certification of professional personnel and service personnel and athletic coaches as appropriate, while completing a wide variety of other personnel related tasks.
QUALIFICATIONS:	

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor’s Degree with valid West Virginia teacher certification in an area related to the public school program.
- Minimum of three years of successful teaching and/or supervisory experience.
- Demonstrated proficiency in technology, including word processing, database management, WVEIS and WOW applications, email and internet use
- Strong writing and communication skills
- Demonstrated effective organization skills
- Demonstrated interpersonal skills
- Ability to meet deadlines

DUTIES AND RESPONSIBILITIES:

Certification:

1. Consult with professional personnel concerning certification matters to include renewals, additional endorsements, temporary licenses, first class permits, appropriate coursework and college program options

2. Consult with service personnel secretary concerning certification matters to include renewals and conversions of Early Childhood Classroom Assistant Teacher requirements, paraprofessional certificates and athletic coaching authorizations
3. Maintain and update databases of certification data
4. Coordinate mentorships of professional personnel to ensure mentor assignments, completion of mentorships, and appropriate documentation as needed
5. Serve as a liaison to the West Virginia Department of Education Office of Educator Effectiveness and Licensure and the West Virginia Center for Professional Development
6. Consult with appropriate individuals and departments at colleges and universities regarding certification, permit, and out-of-field matters as necessary
7. Process appropriate certification applications and renewals
8. Process permits, out of field authorizations, and other temporary licenses; insure that all appropriate individuals are current in certification and licensure
9. Assist out-of-state applicants in the process of obtaining teacher certification through the West Virginia Department of Education
10. Process increased salary classification applications
11. Process tuition reimbursement applications
12. Work with the Payroll Department to update salary classifications and other payroll changes for professional employees
13. Notify professional employees when appropriate of expiration of certifications
14. Maintain and update certification databases in the Personnel Department and in WVEIS

Professional Employee Personnel Files:

1. Maintain and update professional permanent and substitute employee files
2. Post experience credit annually for all professional employees, both regular and substitute employees
3. Create personnel files for new professional hires both permanent and substitute

Substitute Professional Personnel:

1. In conjunction with the Director of Personnel, interview prospective substitute teachers
2. Coordinate the substitute teacher hiring process
3. Confer with RESA personnel in relation to the training, and processing of Policy 5202 substitutes
4. Provide substitute employee information to payroll
5. Assist the Director of Personnel in monitoring appropriate assignment of professional substitute personnel related to certification requirements
6. Assist in maintaining, updating, and disseminating substitute teacher lists

Evaluation of Professional Personnel:

1. Track evaluation status according to WV State Policy 5310 for professional employees
2. Coordinate the collection of applicable professional evaluations

West Virginia Department of Education Reports:

1. Maintain updated WVEIS and WOW databases for Human Resources Management (HMS)
2. Assist the Director of Personnel with editing, proofing, finalizing, and submitting West Virginia Department of Education reports, including but not limited to the following: First and Second Month Certified List of Personnel, Teacher Assignment Schedule, Personnel Data Report, etc.

Recruitment of Professional Personnel:

1. Coordinate activities and scheduling of recruitment fair attendance
2. Prepare materials for use during recruitment fairs
3. Attend and participate in recruitment fairs as requested

Other:

1. Prepare professional employment information for agendas
2. Prepare professional follow-up correspondence upon agenda approval for items such as employment letters, contracts, leave approval letters, etc.
3. Update and maintain seniority databases for all professional positions
4. Attend certification and personnel meetings as required
5. Enter and maintain in the WVEIS HMS program all relevant information for new hires, transfers, resignations and retirements, and contract status of all professional personnel
6. Coordinate the issuance of contracts to all professional personnel
7. Process tuition reimbursements as appropriate
8. Maintain databases of national certifications for appropriate personnel
9. Verify work experience of all newly hired professional personnel
10. Assist the Director of Personnel in assigning and monitoring the input of personnel into the substitute calling system.
11. Respond in a timely manner to requests for experience verification of previous employees
12. Maintain current knowledge of all pertinent laws and policies relating to personnel and certification issues
13. Perform any other duties as assigned by the Director of Personnel

Application Requirements:

Submission of professional letter of interest and current resume