



NEW:
07/01/2018

JOB TITLE:	SPECIALIST – CERTIFICATION & LEAD
DIVISION:	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	IV, 9
WORK YEAR:	260
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4185
BARGAINING UNIT:	CERX

SCOPE OF RESPONSIBILITIES
Provides oversight of certification for all certified employees based on Kentucky state statutes, and Education Professional Standards Board (EPSB) rules, regulations and guidelines. Provides oversight for the development of all state reports focused on teacher and administrator certification. Provides consultation and recommendations to departments and units regarding certification requirements and job qualifications. Monitors state regulations that impact teacher and administrator certification. Serves as District liaison for certification to the Kentucky Education Profession Standards Board.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Coordinates the collection of data required to complete all mandated state and District reports focused on teacher and/or administrator certification and the Local Educator Assignment Data (LEAD)
Assumes responsibility for monitoring certification status for all employees in positions requiring certification based on job descriptions
Evaluates certification requirements and employee credentials to determine appropriateness, fit and legality for positions requiring certification
Collaborates with HR staff to determine certified salary placement related to education credentials.
Works cooperatively with supervisors, directors and program coordinators to address issues of employee certification and LEAD reporting
Conducts the District's annual certification audit and submits biannual LEAD report
Collaborate with appropriate departments to conduct certification renewals
Recommends contract non-renewal for employees in certified positions with expired certificates
Assures compliance with state and district regulations and procedures related to employee certification and educator assignment
Performs other duties as assigned by appropriate supervisor

PHYSICAL DEMANDS
The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires use of hands for simple grasping and fine manipulations.

MINIMUM QUALIFICATIONS
KY Professional Certification in Administration and/or Supervision
Three (3) years successful experience with certification and master scheduling
Effective written and verbal communication skills
Experience in data collection and management

DESIRABLE QUALIFICATIONS
Demonstrated leadership capacity
Experience in Human Resources or Management