



**NEW:** Revised:      Submitted:  
 07/17/2019      07/16/2019  
 04/26/2023      04/25/2023

JOB TITLE:	SPECIALIST CERTIFICATION AND LEAD
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	<del>IV, GRADE 9</del> II, GRADE 11
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	4209
BARGAINING UNIT:	<del>CERX</del> CLAS

**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
- Evaluates staff as assigned
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- Evaluates staff as assigned
- Performs other duties as assigned by supervisor

**PHYSICAL DEMANDS**

The work is primarily sedentary. 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 of 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
Experience in a diverse workplace



Revised: 04/26/2023 Submitted: 04/25/2023

JOB TITLE:	SPECIALIST CERTIFICATION AND LEAD
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 11
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

### 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

Evaluates staff as assigned

Completes all trainings and other compliance requirements as assigned by the designated deadline

Evaluates staff as assigned

Performs other duties as assigned by supervisor

### PHYSICAL DEMANDS

The work is primarily sedentary. 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

Three (3) years of successful experience with certification and master scheduling

Effective written and verbal communication skills
---

Experience in data collection and management
--

<b>DESIRABLE QUALIFICATIONS</b>
---------------------------------

Demonstrated leadership capacity
----------------------------------

Experience in Human Resources or Management
---

Experience in a diverse workplace
-----------------------------------