



**Job Title:** Manager Certification Human Resources

**Exemption Status/Test:** Exempt

**Reports to:** Director

**Date Revised:** July 2018

**Dept. /School:** Human Resources

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**Primary Purpose:**

Direct and manage the certification function of the human resources department. Work under minimal supervision to verify and monitor certification status of applicants and employees. Confirm district compliance with state and federal certification and licensing requirements.

**Qualifications:**

**Education/Certification:**

Bachelor's Degree

**Experience:**

Five (5) years of experience in certification

**Special Knowledge/Skills:**

Ability to understand, analyze, interpret and implement certification rules and procedures

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

Ability to use student information systems and business management systems

Ability to effectively present information to other employees in one-on-one and small-group situations

Ability to make independent decisions regarding planning, organizing, and scheduling

Ability to communicate effectively in both written and oral forms with all levels of individuals, both internal and external to the district

Effective and strong organizational, communication and interpersonal skills

Ability to prioritize workflow for themselves and others to address the multiple needs of the supervisor or department

**Major Responsibilities and Duties:**

**Certification and Licensing**

1. Process teacher and paraprofessional hire recommendations and verify certification with the Texas state Board of Educator Certification (SBEC), universities, colleges, and education agencies in other states.
2. Assist principals and directors of human resources (HR) in identifying appropriate requirements for teacher and paraprofessional assignments according to state and federal assignment criteria.
3. Track certification, testing, and permit status and follow-up with employees to ensure completion of certification requirements within established timelines. Process state permit applications and monitor permit status.
4. Research and maintain current information on state and federal rules, certification requirements and processes, and testing dates.
5. All other duties as assigned.

### **Records, Reports, and Correspondence**

6. 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.
7. Prepare correspondence, forms, and reports according to district standards and requirements.

### **Safety**

8. Follow established procedures for locking, checking, and safeguarding facilities.

### **Supervisory Responsibilities:**

Supervise, evaluate, and recommend hiring and firing of human resource department employees assigned.

### **Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Standard office equipment such as personal computers and peripherals

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

**Motion:** Repetitive hand motions, 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

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.