
JOB DESCRIPTION: CERTIFICATION SPECIALIST

DEPARTMENT:	Professional Learning	REPORTS TO:	Senior Manager, Professional Learning
JOB CLASS:	Specialist	PAY GRADE:	18
EXEMPT STATUS:	Exempt	DATE:	02/02/2012

Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success.

POSITION GENERAL SUMMARY:

The Certification Specialist coordinates duties related to state and national certification requirements including researching, analyzing, and using national, state and local databases, verifying certification status and interpreting national and state certification statutes, rules and procedures. The Certification Specialist assists hiring authorities in determining certification eligibility based on state board rules and advises certified employees and supervisors of certification requirements and status. In addition, the Certification Specialist provides information and assists with compliance issues related to the No Child Left Behind federal legislation, ESOL and reading requirements and completes and submits all mandated Department of Education (DOE) reports pertaining to certification and human resources.

ESSENTIAL POSITION FUNCTIONS:

- Serve as the direct liaison between Florida Virtual School (FLVS) and the FL Bureau of Certification to ensure compliance with state statutes and state board rules related to educator certification
- Serve as the direct liaison between FLVS and the National Board Teacher Certification (NBCT) to ensure compliance with NBCT guidelines and procedures
- Monitor NBCT issues, provides training and assistance to current FLVS certified employees seeking NBCT and/or provide updates to current FLVS NBCT teachers
- Maintain knowledge with compliance issues related to No Child Left Behind (NCLB) federal legislation, ESOL and reading endorsement requirements and provide assistance to FLVS certified employees
- Determine “highly qualified” status and ensure compliance with NCLB legislation, where applicable
- Monitor and review certification requirements for teacher certification renewals and adding subject areas or endorsements to certificates
- Determine certification eligibility for applicants and employees by evaluating records according to state DOE standards
- Research the requirements and procedures for recertification for both National and State levels
- Complete and submit DOE reports pertaining to certification and human resources
- Maintain the accuracy of all records related to teacher certification in accordance with federal, state and school policies and procedures
- Develop a PEC program in collaboration with the Professional Development department for FLVS instructors
- Assist hiring authorities by determining appropriate coverage needed for course assignments based on Florida Course Code Directory

- Advise supervisors when individuals fail to meet any certification requirements resulting in no expectation of employment or continued employment
- Attend state and national trainings related to certification processes and procedures. Maintain certification and human resources documents as directed by his/her supervisor
- Meets professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrates respect for others
- All work responsibilities are subject to having performance goals and/or targets established

(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM REQUIREMENTS:

Education/Licensure/Certification:

- Associate's degree; or equivalent combination of education and relevant experience
- Bachelor's degree preferred
- Satisfactory completion of the Florida Department of Education Partnership Training required within six months of start date for position

Experience:

- Three years' progressively responsible experience in the education field
- One year teacher certification experience

Knowledge, abilities and skills:

- Knowledge of computer operation and office software
- Knowledge of the basic principles of teacher certification
- Strong interpersonal phone and email skills
- Ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards
- Ability to prioritize tasks and follow through with employee and customer requests for assistance
- Strong, documented attention to details and customer satisfaction
- Ability to utilize a wide variety of reference, descriptive, and/or advisory resources

CORE COMPETENCIES FOR SUCCESS:

COMMUNICATION SKILLS	CUSTOMER FOCUS
<i>Clearly and effectively conveys and/or presents information verbally; summarizes what was heard to mitigate miscommunication; Shares ideas and perspectives and encourages others to do the same; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; Effectively uses multiple channels to communicate important messages; Keeps supervisor well informed about progress and/or problems in a timely manner; Writes in a clear, concise, organized and convincing way for a variety of target audiences; The written message is consistently error-free; The written message has the desired effect on the target audience</i>	<i>Prioritizes customers (internal and external) and their needs as primary and is dedicated to meeting their expectations; Develops and maintains customer relationships; builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; adapts to changing information, conditions or challenges with a positive attitude; Incorporates customer feedback into delivery of service to provide the best experience possible for the customer; Actively promotes FLVS in community by serving as a FLVS ambassador or volunteer</i>

<p style="text-align: center;">INTERPERSONAL SKILLS</p> <p><i>Relates well with others; Treats others with respect; Shares views in a tactful way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs, feelings and capabilities of others; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers</i></p>	<p style="text-align: center;">FUNCTIONAL /TECHNICAL EXPERTISE</p> <p><i>Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise and technology; Picks up on technology quickly; Does well in technical courses and seminars; Produces high quality work in organized and timely fashion</i></p>
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INDIVIDUAL CONTRIBUTOR COMPETENCIES FOR SUCCESS:

<p style="text-align: center;">PEER RELATIONSHIPS</p> <p><i>Finds common ground and solves problems for the good of all; Can represent his/her own interests and yet be fair to other groups; Solves problems with peers with minimal “noise”; Is seen as a team player and is cooperative; Easily gains trust and support peers; Encourages collaboration; Is candid with peers</i></p>	<p style="text-align: center;">CREATIVITY</p> <p><i>Comes up with a lot of new and unique ideas; Easily makes connections among previously unrelated notions; Tends to be seen as original and value-added in brainstorming sessions; Takes calculated risks; Is not afraid to try new things and potentially “fail fast”</i></p>
<p style="text-align: center;">SELF KNOWLEDGE</p> <p><i>Seeks feedback; Gains insight from mistakes; Is open to constructive criticism; isn’t defensive; Proactively seeks to understand his/her strengths and areas for growth; applies information to best serve organization; Recognizes how his/her behavior impacts others and incorporates insight into future interactions</i></p>	<p style="text-align: center;">PLANNING</p> <p><i>Accurately scopes out length and difficulty of tasks and projects; Sets objectives and goals; Breaks down work into the process steps; Develops schedules and task/people assignments; Anticipates and adjusts for problems and roadblocks; Measures performance against goals; Evaluates results</i></p>
<p style="text-align: center;">ORGANIZING</p> <p><i>Uses his/her time effectively and efficiently; Concentrates his/her efforts on the more important priorities; Can attend to a broader range of activities as a result of organizing time efficiently; Can marshal resources (people, funding, material, support) to get things done; Can orchestrate multiple activities at once to accomplish a goal; Arranges information and files in a useful manner</i></p>	<p style="text-align: center;">PROBLEM SOLVING</p> <p><i>Uses rigorous logic and methods to solve difficult problems with effective solutions; Probes all fruitful sources for answers; Can see hidden problems; Is excellent at honest analysis; Looks beyond the obvious and doesn’t stop at the first answers</i></p>
<p style="text-align: center;">DRIVE FOR RESULTS</p> <p><i>Can be counted on to exceed goals successfully; Very bottom-line oriented; Steadfastly pushes self and others for results; Is full of energy for the things he/she sees as challenging; Not fearful of acting with a minimum of planning; Consistently seizes opportunities; Consistently exceeds goals</i></p>	

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

- Location: Orlando VLC
- Frequency of travel: Occasional travel is required for meetings, trainings and conferences; location may vary and may require overnight stays
- Light physical activities and efforts required working in an office environment

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

FLVS does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information or any other reason prohibited by law.