



EMPLOYEE NAME: _____

Revised: 1/96; 4/00; 4/01; 7/02; 5/08; 02/14; 11/15; 6/16;
6/18; 2/19; 8/19; 1/22; 2/22

JOB DESCRIPTION

POSITION TITLE: Certification Representative	JOB CODE: 474C
DIVISION: Human Resources	SALARY SCHEDULE: Office Clerical/Technician Annual
DEPARTMENT: Human Resources Systems	WORKDAYS: 238
REPORTS TO: Assistant Director, Compensation & Certification	PAY GRADE: Rank VI (NC06)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Process faculty certification, upgrades, renewals, endorsements, and PLU transcripts; provide data for the Certified Personnel Information Report.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: 2 - 3 years of responsible senior level clerical experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; computer technology; math aptitude

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Maintains employee certification records to ensure information is reported correctly on the CPI Report.
3.	Receives weekly data from Georgia Professional Standards Commission (PSC) including upgrades, downgrades, certificate conversions, field addition, etc.; enters and updates fields in Munis; provides reports to the Senior Executive Director of Employment and HR Supervisors when necessary
4.	Monitors and verifies job, subject and field codes for in-field certification; notifies employees of certification requirements and assists employees with adding required teaching field(s); updates data in system for teachers and administrators transferring to new positions.
5.	Processes ESOL, Gifted, Reading, and Coaching endorsements.
6.	Assists in notification of certificate renewal to certified personnel; verifies renewal information and issues certificate renewals with the PSC, includes evaluating transcripts and PLU's; coordinates with Evaluation Department on renewal eligibility and communicates with employees on the proper steps to take; monitors fingerprint and employee background check status as required by the PSC; runs PLU transcripts and submits to PSC, employee or other school systems.
7.	Evaluates applications for initial certification, certificate upgrades, teaching field additions, conversion to clear renewable and extension of conditional certificates; retrieves certification information from Munis.
8.	Advises employees on professional learning requirements and coordinates with Professional Learning Department.
9.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____