

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV78326
Job Class Code:	250	Salary Schedule:	AREG
EEO Category:	02	Grade:	19
Workers Comp Code:	9410		

Job Code Established:	05/16/72	Effective Date:	
Job Code Revised:	06/02/97	Effective Date:	

JOB CODE SERIES: Education Series

JOB CODE TITLE: TEACHER CERTIFICATION SPECIALIST II

HRIS TITLE: TEACHER CRTFN SPCT II

CHARACTERISTICS OF THE CLASS: Works under general supervision of an off-site superior, exercising discretion and independent judgment in contacts with applicants and education institution representatives. Has the authority to issue, deny, extend or renew teacher certifications and endorsements based on an analysis of applicants' training and experience. Leads, as working supervisor, an independent teacher certification unit located in Tucson, Arizona; provides full service teacher certification functions by: reviewing and evaluating official applications, documents and records to determine if applicants meet state requirements for certification to teach in any one of 144 certificate areas; issuing or denying teacher certifications and endorsements, or withholding other services such as renewals, extensions, name changes, updates, re-evaluations and duplicates based on prior evaluations. Responsible for managing a remote site work unit; for determining if applications for issuance, extension or renewal of certificates for teachers and administrators meet the requirements established by the State Board of Education. Work product consists of a functioning work unit; trained subordinates; certificates issued to teachers and administrators; applicants advised as to reason for denial of certificate and action required to come into compliance with the rules and regulations established by the State Board of Education.

EXAMPLES OF DUTIES: Devises a schedule of work or establishes priorities for self and subordinates on a daily or weekly basis. Instructs, guides, and counsels subordinates in carrying out a variety of tasks and resolves technical and work procedures issues presented by subordinates. Reviews, verifies, or inspects work of subordinates for quality control and program compliance. Examines, analyzes, and evaluates teacher certification applications, documents, records and work experience and makes determinations as to approval or denial of teaching certificates and endorsements. Analyzes college transcripts and any accompanying data and determines if the applicant meets the necessary requirements to obtain one or more of the 144 state certificate and/or endorsements. If not, a thorough explanation is provided. Advises/counsels applicants with regard to teacher certification, endorsements, renewals, extensions, name changes, updates, re-evaluations and duplicates. Provides technical assistance to applicants upon request on certification regulations, job opportunities, ways to enhance applicants' existing certificate and other certification options available. Confers with content area experts from the department, college, and university representatives in order to remain current on the educational status and trends in their field. Confers with superior, presenting, and resolving difficult problems or questions, discussing plans and actions to be taken, making decisions. Confers with school administrators, teachers, school board members, private school representatives and public officials; explains program of state education agency, its rules, regulations, policies and practices. Composes correspondence dealing with subject matter in ways that call for considerable discretion and involve some judgment or negotiation, replying to inquiries, presenting or requesting information. Attends professional seminars, meetings, conferences; gives and receives information helpful in work

system operation. Compiles information for and writes periodic reports on activities of a designated office. Confers with superior; presents and resolves difficult problems or issues; discusses plans and actions to be taken and then makes decisions. Performs related work as assigned.

WORK CONDITIONS: No unusual work conditions.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Principles and practices of work management, supervision and training; State Board of Education rules and regulations governing Arizona teacher certification; statutes relating to teacher certification; characteristics of other states' professional education preparation programs; principles and practices of public school system organization, administration and curriculum challenges; requirements for each type of certificate, endorsement, major/ minor, extension, name change, renewal, duplicate and update; education services available to prospective applicants; state and North Central requirements for assignment of teachers and administrators; state teacher listing requirements and procedures; counseling in coursework requirements and applicant marketability; principles and methods of educational career and guidance counseling.

Skill in: Work management and work leadership; public speaking and public relations; evaluating, analyzing and making decisions; establishing and maintaining effective working relationships; communicating effectively verbally and in writing; analyzing and evaluating education transcripts and work experience; interpreting rules and regulations.

Ability to: Identify official transcript/certification information; analyze and interpret coursework/course content from university catalogs or documentation from school districts and university educational professionals.

Experience and Education: Typical ways to obtain the KSAs would be:

- Bachelor's degree and three years of experience in teaching, educational administration and/or work experience certifying education personnel.
- Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.