



OSCEOLA COUNTY SCHOOL DISTRICT

JOB DESCRIPTION

Position Title: Coordinator of Certification, Compliance and Recruitment		Date: 10.16.07 Updated: 07.10.19
Position Level: Administrative Salary Schedule	FLSA Status: Exempt	Reports to: Chief Human Resources Officer
May be assigned as: 10-month, 11-month, or 12-month		

GENERAL DESCRIPTION

To coordinate the District's Certification, Compliance and Recruitment processes for all personnel pursuant to Florida Statutes and Federal Laws

KEY RESPONSIBILITIES

- Coordinate and supervise the daily operations of the certification office.
- Coordinate and supervise all compliance processes and procedures for the District.
- Coordinate the analysis of applicant files to determine the appropriate certification according to the applicant's credentials.
- Advise school-based administrators on appropriate staffing and certification audit compliance.
- Coordinate training to appropriate staff and administrators on certification and compliance.
- Monitor audit findings and make appropriate recommendations for procedural changes.
- Coordinate the applications process for certification, including initial applications, renewals, additions, extensions, and evaluations.
- Coordinate district resources to Charter Schools with respect to certification and compliance.
- Coordinate and counsel teachers and/or applicants regarding teacher certification and policy requirements.
- Serve as a district liaison to the Florida Bureau of Educator Certification.
- Maintain open communication with the Professional Development and Curriculum & Instruction Departments.
- Coordinate the employment certification process for the Florida Critical Teacher Shortage Tuition Reimbursement and Loan Forgiveness program.
- Coordinate the recruitment efforts for the hiring of instructional personnel.
- Coordinate the presentation of certification and information during the new teacher enrollment session.
- To coordinate the collection, evaluation and compilation of the District out-of-field report for School Board presentation and approval.
- Perform other duties as assigned by Supervisor

CLASS SPECIFICATION

Position Title: : Coordinator of Certification, Compliance and Recruitment	Reports to: Chief Human Resources Officer	Position Level: Administrative Salary Schedule
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KEY JOB REQUIREMENTS	
Formal Education:	Bachelor’s Degree in Education, Business, Human Resources or related field.
Work Experience:	Five (5) years of related experience in Education, Business, Human Resources or a related field, or a Master’s degree in a related area plus (3) years of experience.
Impact of Actions:	Makes decisions and final recommendations, which routinely affect the activities of an entire facility or school. Position duties may include responsibility for developing strategic plans for one or more facilities or schools.
Complexity:	Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple technical activities is employed; therefore, analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues.
Decision-Making:	Supervision is present to establish broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to set objectives, coordinate activities within a department or to complete a project. Actions taken may be based on similar situation encountered in the past.
Communications:	Requires regular contacts to discuss issues of moderate importance and to respond to inquiries. Also requires continuing contact with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures.
Managerial Skills:	Responsible for making recommendations within one department in the areas of compensation, staff selection, disciplinary action, complaints, employee performance, appraisal, and similar supervisory duties. Plans, assigns and evaluates the work of subordinates for effective operations and results of the unit.
Planning:	Four to Twelve Months: Plan events that will occur during the year, and have some effect on the department’s annual expenditures, and or revenues.
Job-Related Knowledge and Skills:	Advanced Professional Skills: The professional theory and practice of the level above, but applied at the advanced level of a “seasoned” professional. Requires extensive knowledge of their professional discipline and a working knowledge of related fields. Understand information in several unrelated professional disciplines.
Working Conditions/ Physical Effort:	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.