

# JOB DESCRIPTION

**Job Title** Coordinator Certification/Web  
**Reports to** Directors Personnel and Recruiting  
**Dept/School** Human Resources

**Job Title Code** 160715  
**Wage/Hour Status** Exempt  
**Pay Grade** 102  
**Date Revised** July 29, 2022

## Primary Purpose

Verify and manage certification status of applicants and employees and confirm district compliance with state certification and licensing requirements. Serve as the department webmaster in managing electronic/social-media communications and website updates.

## Education/Certification

- Bachelor's Degree
- OR
- Five (5) years of certification experience

## Special Knowledge/Skills

- Knowledge of state and federal laws related to certification, compliance and regulations
- Ability to understand and interpret rules and regulations, policies, procedures and data
- Knowledge of state certification, compliance and regulations
- Effective organizational, communication, public relations and interpersonal skill
- Knowledge of computers and software applications
- Knowledge of electronic and social media communications
- Ability to adhere to required timelines

## Experience

- Five (5) years' experience in a Human Resources public school setting

## Major Responsibilities and Duties

1. Responsible for interpreting and complying with state and federal guidelines and regulation.
2. Assist new hires with certification inquiries and verify certification with the Texas State Board of Educator Certification (SBEC), universities, colleges, and education agencies in other states for new hires.
3. Work with principals and human resources personnel in identifying appropriate certification requirements for teacher assignment according to SBEC assignment criteria and appropriate certification of all other organizational and personnel changes .
4. Advise personnel of options in obtaining initial or additional certification and interpret state certification and assignment criteria for teachers, administrators, and paraprofessional applying for certificates and permits.
5. Track certification, testing, and permit status and follow-up with employees to ensure completion of certification requirements within established timelines. Process SBEC permit applications and monitor permit status so that files are accurately maintained.
6. Research and maintain current information on SBEC and Every Student Succeeds Act (ESSA) rules, certification requirements and processes, and testing dates. Update appropriate human resource personnel on any regulation changes.
7. Complete statements of eligibility forms on each teacher hired through an Alternative Certification Program.
8. Determine permit eligibility for non-certified personnel.
9. Serve as liaison between district personnel, university certification specialist, alternative certification programs and State Board for Educator Certification.

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10. Work with Information Technology personnel in the planning, training, and implementation of new systems pertaining to various aspects of human resources.
11. Manage the maintenance of various social media modes of communication and updates to all internal and external HR documents and links to promote EPISD, as it pertains to Human Resources and District personnel.

## Records, Reports and Correspondence

12. 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.
13. Prepare correspondence, forms, and reports according to district standards and requirements.

## Other

14. Maintain a professional level of confidentiality regarding personnel matters.
15. Attend seminars and workshops to keep abreast of the latest federal and state mandates.
16. Articulate to the public and school district personnel, procedures to ensure compliance with federal and state mandates.

## Supervisory Responsibilities

Supervise assigned personnel

## Equipment Used

Standard office equipment including personal computer and peripherals

## Physical and Mental Job Requirements

### Mental Demands/Physical Demands/Environmental Factors

- Maintain emotional control under stress. Work with frequent interruptions; occasional prolonged and irregular hours, prolonged use of computer.

## Terms of Employment

226 days; salary to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: \_\_\_\_\_  
Date: \_\_\_\_\_

## JOB DESCRIPTION

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.