

REGIONAL CERTIFICATION OFFICER - BOCES

Code No. 4-18-541
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for coordinating and facilitating the application process for teaching certificates and other related professional licenses and credentials while ensuring compliance with state requirements. Duties involve interpreting and explaining regulations, policies and procedures to applicants, State and local educational administrators, and the general public regarding specific credentials. Duties also involve conducting evaluations of teacher certification applications and credentials in accordance with applicable laws, regulations, policies and procedures to determine adherence to certification requirements prior to forwarding completed paperwork New York State Education Department's Office of Teaching Initiatives. Managing the day to day operations of the local Regional Certification Office, which functions as an arm of the Office of Teaching Initiatives, is also a responsibility of this position. Employees receive mandated training provided by the State Education Department, Office of Teaching Initiatives. The employee reports directly to, and works under the general supervision of human resources administrator or other higher level staff member with leeway allowed for independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Maintains exclusive contact with component school district administrators to advise them of any certification issues within their districts;

Evaluates credentials such as college transcripts for specific certificates and provides advice to applicants regarding possible courses of action needed to complete applications such as additional required coursework;

Completes evaluations for teacher certification-related applications including teaching assistant certificates and coaching licenses (temporary and professional);

Acts as a liaison between the staff of component school districts and the Office of Teaching Initiatives;

Creates spreadsheets and tracks probationary and tenure appointments (ensuring appointments are made by the Board of Education upon completion of probation);

Arranges periodic informational meetings with component school district administrators and State representatives to advise them of changes in the requirements for certifications; develops and distributes materials at the meetings;

Tracks professional development hours for certification and salary credit (example: receiving additional money for completion of professional development hours).

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of applicable laws, rules and regulations governing teaching and related professional certifications and licenses; good knowledge of the organization and functions of the public education system; good knowledge of the functions of a human resources office; ability to speak in front of groups of people and present information in a coherent and organized manner; ability to develop, organize, and maintain accurate records and files; ability to communicate orally and in writing; ability to utilize applicable computer systems and software, including software that tracks data; ability to understand and follow written and oral directions; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

(A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Human Resources Administration, Education (including Education Administration and other education degrees), Public Administration, Student Personnel or Student Affairs Administration, Business Administration, or a closely related field; OR,

(B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in one of the fields mentioned in (A) above, plus one (1) year paid full-time or its part-time equivalent experience evaluating professional credentials, or in human resources developing job descriptions and qualifications, or office management*; OR,

(C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in one of the fields mentioned in (A) above plus three (3) years paid full-time or its part-time equivalent experience as stated in (B) above; OR,

(D) An equivalent combination of education and experience defined by the limits of (A), (B) and (C) above.

*Office management experience, for the purposes of these minimum qualifications, is defined as having complete control over an organizational unit.

SPECIAL REQUIREMENT: If you are appointed you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADOPTED: August 4, 2016