# JOB DESCRIPTION

<table>
<thead>
<tr>
<th>POSITION TITLE:</th>
<th>Certification Representative</th>
<th>JOB CODE:</th>
<th>474C</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIVISION:</td>
<td>Human Resources</td>
<td>SALARY SCHEDULE:</td>
<td>Office Clerical/Technician Annual</td>
</tr>
<tr>
<td>DEPARTMENT:</td>
<td>Human Resources Systems</td>
<td>WORKDAYS:</td>
<td>238</td>
</tr>
<tr>
<td>REPORTS TO:</td>
<td>Assistant Director, Compensation &amp; Certification</td>
<td>PAY GRADE:</td>
<td>Rank VI (NC06)</td>
</tr>
<tr>
<td>FLSA:</td>
<td>Non-Exempt</td>
<td>PAY FREQUENCY:</td>
<td>Monthly</td>
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**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 ________________