



employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment            The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

REPORTS TO                    Coordinator, Staffing & Retention

#### GENERAL RESPONSIBILITIES

1. Interviews, examines, and evaluates qualifications of certified personnel using District and State certification guidelines and procedures.
2. Supervises assigned Human Resource staff.

#### SPECIFIC RESPONSIBILITIES

1. Processes new instructional personnel for employment by analyzing instructional certification requirements and verifying employment eligibility.
2. Supervises the preparation of the instructional portions of the Board packet.
3. Assists with the issuance of administrative and instructional contracts.
4. Ensures compliance with state laws regarding out-of-field instructors by preparing out-of-field reports and monitoring instructors' out-of-field status.
5. Processes applications for District and State certification by determining applicant's eligibility and compliance for certifications/licenses; supervises the issuance of State renewal certificates and District certificates.
6. Supervises maintenance of instructional certification records, contracts, testing and certification requirements.
7. Prepares special reports by collecting, analyzing, and summarizing information and trends.
8. Schedules and provides certification training to employees; participates on assigned committees, and conducts orientation training and workshops.
9. Counsels individuals regarding compliance with State and District certification rules.
10. Acts as the District's certification liaison with the Florida Department of Education (DOE).

11. Coordinates the completion of all DOE forms required for the issuance of a certificate.
12. Supervises the collection and distribution of certification fees.
13. Provides certification information at new hire meetings.
14. Maintains human resource records by developing and supervising filing and documentation systems; insures confidentiality.
15. Performs other duties as assigned.