



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Certification Officer
Payroll/Personnel Type:	12 Month
Reports to:	Chief Human Resources Officer

Position Summary:

The Certification Officer is responsible for assisting staff in obtaining and/or renewing Missouri teaching certification. This position is also responsible for conducting regular audits and preparing reports to identify certification concerns within the district.

Essential Functions:

- Acts as liaison between employees and the Missouri Department of Elementary and Secondary Education (DESE) to facilitate resolution of employee certification issues.
- Works collaboratively with DESE to ensure district staff are certified and highly qualified.
- Conducts on-going employee certification audits to ensure properly alignment with certification and assignment.
- Audits staff assignment reports for expiring and expired certifications.
- Works collaboratively with the technology and grants management departments to audit MOSIS/Core Data assignment and certification issues.
- Approves DESE HOUSSE forms for HOUSSE eligible employees along with providing supporting documentation.
- Assists educators in obtaining and maintaining appropriate Missouri certification.
- Evaluates transcripts and other credentials for the purpose of assessing eligibility for Missouri certification.
- Maintains files and records of documents for upgrading, extending and re-activating certificates.
- Informs staff of the processes involved in maintaining valid certification.
- Responsible for administering qualification exams for Support Personnel.
- Reviews opportunities and makes suggestions for human resource continuous improvements.
- Maintains accurate and well organized documentation on employee certification to ensure a safe and thorough audit if required.
- Coordinates communications with employees with expired or expiring certificates.
- Works with HRIS to maintain employee certifications in district systems (SAP).
- Explains and interprets district rules, regulations and procedures, and need for compliance.
- Attends university recruitment fairs throughout the US to attract and retain qualified graduates.
- Works with external recruiters and employment agencies to identify and recruit candidates.
- Creates and fosters relationships with colleges and professional organizations to attract and recruit qualified candidates.
- Implements and manages key HR projects as assigned (i.e. employee transfer period, reductions in force, placement of surplus staff, etc.).
- Other assigned duties.

Experience:

- Four or more years related experience and/or training
- Equivalent combination of education and experience
- Prior experience supervising a large number of employees is preferred



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Education:

- Bachelor’s degree in Business Management or Human Resources Management from an approved college or university

Knowledge, Skills, and Abilities:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and documents pertinent to personnel files. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers, external organizations and/or colleagues.
- Ability to perform general office duties such as typing and operating office machines.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common, fractions and decimals. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages. Ability to compound rate, ratio and percent and ability to draw and interpret bar graphs.
- Ability to apply common sense understanding to carry out instructions in written, oral or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Knowledge of human resources, spreadsheet, contact management and word processing software.

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a signification degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

_____	_____	_____	_____
Employee	Date	Immediate Supervisor	Date
_____	_____		
Human Resources	Date		

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.