

Newport News Public Schools

Job Description

Job Title: Teacher Credential Specialist

Position Code: 4E12

Job Classification: Exempt

Supervisor: Supervisor I, Employment Services

Pay Grade: 34

Contract Length: 245 Days

Job Summary

Position is responsible for performing consultative and technical duties to ensure that employees are properly licensed in accordance with regulations adopted by the Virginia Department of Education. Position interprets regulations; orients employees on licensure requirements/procedures; and evaluates credentials to determine licensure eligibility. Position processes licensure paperwork; generates reports; and performs daily tasks required for maintaining a computerized license renewal system.

Essential Duties

1. Ensures that instructional school personnel are properly licensed and all licenses are renewed as required by the Virginia Department of Education.
2. Interprets the Virginia Department of Education's regulations and school division policies governing teacher licensure for school personnel.
3. Orients and counsels employees on requirements and procedures for Virginia teaching license.
4. Reviews transcripts and evaluates credentials to determine initial teaching license eligibility and eligibility for adding endorsements.
5. Initiates paperwork to process new teaching licenses, renewals, and changes; reviews completed forms; collects fees; and forwards materials to the Virginia Department of Education for approval.
6. Maintains licensure files and records of employees in the school system to include copies of the employee's original license.
7. Maintains a computerized license renewal database; posts relicensure points; and generates and distributes periodic individualized status report to each license holder.
8. Acts as a liaison between the employee and the Virginia Department of Education regarding licensure regulations and requirements.
9. Monitors licensure status of employees to ensure requirements and timelines are fulfilled and sends reminder notices as necessary.
10. Notifies the Supervisor I, Employment Services of employees who have not met licensure requirements so further action may be taken.
11. Communicates with principals and other administrators regarding the licensure status of their employees.
12. Responds to questions from employees and the general public on licensure matters.
13. Forwards paperwork to the appropriate Human Resources staff for processing advanced degree salary changes of instructional personnel.
14. Prepares various licensure reports as required by the Virginia Department of Education and the school division.
15. Procures licensure regulation books and exam information and distributes to employees as necessary.
16. Maintains and updates forms used for processing licenses.
17. Acts contract administrator for Electronic Content Management system.
18. Organize and conduct meetings with vendors and Human Resources staff members, Initiate and implement plan for retrieval, drop-off, storage, and destruction of employee records
19. Assist with set-up and operation of annual department events to including: New Teacher Orientation, Celebratory Reception, Retirement Dinner, Student Teacher Reception, Wellness Expo
20. Manages the division's tuition assistance process including evaluating, recording, and organizing requests for tuition assistance. Creates reports for dispersal of funds to employees approved for reimbursement.
21. Models nondiscriminatory practices in all activities.

Other Duties

1. Performs any other related duties as assigned by the Supervisor I, Employment Services or other appropriate administrators.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Bachelor’s Degree in education, business or related field and experience in technical work involving detailed recordkeeping; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. Must possess knowledge of, or the ability to accurately and quickly learn, Virginia Department of Education’s licensure regulations and procedures. Must possess the ability to interpret and explain licensure regulations; evaluate transcripts/credentials; and determine licensure eligibility. Must possess the ability to prepare and maintain detailed, technical records and reports. Must possess skills in the use and operation of personal computers and associated word processing and database software. Must be proficient in Microsoft Excel, Access and Word. Must possess excellent organizational, interpersonal, and record keeping skills. Must possess the ability to establish and maintain effective working relationships with school employees, the general public, and State Department personnel.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal; speak in audible tones so that others may understand, outdoors and on the telephone; physical agility to lift up to 25 pounds to shoulder height; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

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. Duties are normally performed in an office environment. The noise level in the work environment is usually moderate.

Supervision Exercised: None

Supervision Received: Supervisor I, Employment Services

This job description in no way states or implies that these are the only duties to be performed by this employee. The Teacher Credential Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor I, Employment Services or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals: _____
Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date