

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6672
Pay Grade: E02

FLSA: Exempt
PTS

COORDINATOR, CREDENTIALING
<p>REPORTS TO: Human Resources Partner</p>
<p>SUPERVISES: Support Staff</p>
<p>QUALIFICATIONS: Bachelor's degree from an accredited college or university and five (5) years of progressively responsible related professional and/or educational experience. Demonstrated experience in organizing and coordinating programs or processes.</p> <p>PREFERRED: Human Resources experience in the recruitment or selection of personnel and/or classroom teaching experience or demonstrated knowledge of state federal teacher quality requirements.</p>
MAJOR FUNCTION
<p>The Coordinator, Credentialing is responsible, for the development and coordination of the district's credentialing services. Work is performed independently and is reviewed through observation and evaluation.</p>
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Works independently within their areas of expertise. • Collaborates as liaison between stakeholders and the district in the area of credentialing. • Works with Technology and Information Services and other departments to ensure accuracy and effective and efficient processes are being utilized for all credentialing services. • Coordinates processes with the Human Resources Partner and site and departmental administrators. • Coordinates the credentialing process of new, prospective, and existing instructional and administrative personnel. • Provides leadership to credentialing team; oversees the general, daily operations of the certification staff and assists them in the performance of their duties as needed. • Researches and analyzes state and local regulations for impact upon district and reports findings to the Human Resources Partner. • Analyzes transcripts, course contents, board policy, personnel records, work histories and other pertinent data and counsels employees regarding credentialing status and alternatives. • Analyzes and interprets credentialing and compliance standards. • Provides information on teacher credentialing to administrators, teachers, applicants, staff, and the public. • Maintains close liaison and coordination with FLDOE certification officials, building administrators, staff, and counselors at both public and private area colleges and universities. • Provides data, reports, and presentations as needed for all district, school-based, and charter school personnel. • Provides credentialing services for charter schools. • Applies in-depth knowledge and stays current with all aspects of academic and vocational credentialing for instructional, support and administrative personnel. • Serves as the district's certification liaison to the Florida Department of Education, Bureau of Teacher Certification, and other Florida school districts. • Coordinates the district's teacher credentialing program for instructional personnel to ensure compliance with Florida certification requirements.

COORDINATOR, CREDENTIALING

ESSENTIAL RESPONSIBILITIES (Continued)
<ul style="list-style-type: none">• Projects future teacher credentialing needs and develops the plan to meet those needs in compliance with federal teacher quality requirements.• Coordinates district credentialing activities with state colleges of education and the FLDOE as an aid in meeting federal teacher quality requirements.• Coordinates, researches, and provides assistance and documentation required by various audits.• Prepares written material regarding Florida certification requirements and federal teacher quality requirements, and other appropriate materials.• Oversees human resources systems to document individual teacher compliance with federal teacher quality requirements.• Performs other related duties as required.
TERMS OF EMPLOYMENT
<p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
HISTORY OF JOB CLASSIFICATION
ISSUED: 2/27/19 LM; BOARD APPROVED: 04/23/19

COORDINATOR, CREDENTIALING

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time			X		
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Coordinator, Credentialing - PTS