



SENIOR HUMAN RESOURCES PARTNER

SUMMARY/SCOPE/GOAL

To provide accurate and timely information regarding certification and human capital management to district staff, teachers, and administrators. This is a highly responsible, specialized position which is responsible for providing schools and departments with timely, accurate, and reliable information related to teacher certification and other staffing needs.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- A minimum of five (5) years of experience in Human Resources or a related field required.
- A minimum of three (3) years' experience in teacher certification and/or various phases of personnel administration required.

PREFERRED/DESIRED:

- Bachelor's degree from an accredited educational institution preferred.

CERTIFICATIONS AND LICENSES:

REQUIRED:

- Valid State Driver's License

PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Serve as the main certification contact for the School Board and the Department of Education.
2. Serve as an advisor and point of contact for Area Superintendents, school principals, charter schools, and alternate sites regarding temporary, professional, and alternative certification.
3. Serve as an advisor to potential and current employees and retirees regarding requirements to teach and maintain certification.
4. Support the Human Resources Partners and Employment Specialists in using efficient procedures for district staffing needs.
5. Develop and implement procedures to prevent FTE audit findings in the areas of Certification, Out of Field, and Highly Qualified Teacher.
6. Assist state auditors to clear certification citations and report findings.
7. Serve on District committees to align School Board policies to new requirements regarding certification.
8. Coordinate the certification and renewal application process.
9. Develop certification newsletters/flyers for communicating certification changes and updates to all school and district personnel.

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10. Determine eligibility for certification for new teachers and applicants for Alternative Certification by evaluating transcripts.
11. Determine eligibility for vocational teachers based on work experience for district certificates.
12. Determine eligibility for Adult Education teacher by evaluating transcripts and issuing district certificates.
13. Serve as district contact for teacher unemployment hearings conducted by phone.
14. Provide teachers and applicants with Florida testing information on all certification tests.
15. Recommend to principals and directors, appropriate actions when lack of certification credentials results in termination of teachers.
16. Advise district staff and school personnel of procedures to add additional subject areas to teaching certificates as a result of testing.
17. Advise staff and maintain records for the Professional Development Certification Program (PDCP) and the Brevard County Induction Program.
18. Enter timely, accurate data into the Department of Education online forms, including Professional Education Competencies, Add-On Certification areas, certificate renewal applications, and initial certification verifications from the Alternative Certification Program.
19. Provide assistance to the Director of Professional Learning and Development in all areas of certification and staffing.
20. Authorized to sign (Superintendent's name) on all Department of Education documents submitted.
21. Approve transcripts for masters, specialist, and doctoral degrees for pay upgrades.
22. Coordinate on-line procedure for electronic submission of fingerprints and certificate issue requests.
23. Represent district and member in Florida Association of School Personnel Administrators
24. Provide differentiated services and support to schools to meet their human capital needs.

OTHER DUTIES:

Provide outstanding customer service and use positive interpersonal communications skills. Make all decisions and perform all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensure compliance with Board rules and applicable federal laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Extensive knowledge of certification laws and requirements, including Alternative Certification Programs. Ability to prepare and maintain complex certification records. Ability to maintain working relationships with all levels of school, district, and state personnel. Knowledge and ability to use personal computers and the Florida Department of Education certification database.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

TRAINING:

Certification Partnership Training with the Florida Department of Education required.

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EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(L) LIGHT WORK

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites rarely. Travel out of county rarely.

FOR HR USE ONLY:

DIVISION:	Human Resources	DEPARTMENT:	Employment Services
TITLE CODE:	C2513	CONTENT BY:	Director – Professional Learning & Development
GRADE:	N	COMPENSATION:	Human Resources
UNIT:	1010 PTS	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	10/28/2014	CLASSIFICATION:	Beth Thedy, Ed.D.
SCHEDULE:	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	12/05/97	Developed	Professional Learning & Development
2.0	11/20/01	REVISED	Professional Learning & Development
2.1	06/28/05	REVISED: Change in Pay Grade	Professional Learning & Development
3.0	10/28/14	REVISED: Job title changed from "Certification Specialist II"	Professional Learning & Development
3.1	07/01/20	REVISED: New format	Human Resources
3.2	12/9/2021	Update physical requirements to ADA format, add schedule	Ellie Kelly – Human Resources

The above information in this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.