



TITLE: Certification Authorized Partner (CAP)

DURATION: 12-month

EXEMPTION STATUS: Exempt

SALARY RANGE: \$48,000-\$76,246

SALARY SCALE: UB Scale 16-17 Scale

MINIMUM REQUIREMENTS

- Minimum of a Bachelor's degree required from an accredited college or university required
- Possess or be eligible to obtain a Certification Authorized Partner (CAP) endorsement from the Maryland State Department of Education (MSDE)
- Demonstrated knowledge of MSDE requirements for certification and relevant employment laws and regulations
- Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint, Access) and skilled in usage of internet for work-related research
- Demonstrated ability to work professionally and discretely with extremely confidential information
- Self-motivated with the ability to work both independently and in a team environment
- Excellent customer service, communication (both written and verbal), and cross-group collaboration skills required

ESSENTIAL JOB FUNCTIONS

- Issue certifications based on review and evaluation of applicants' credentials to determine eligibility for Maryland certification based on The Code of Maryland Regulations (COMAR)
- Demonstrate proficient use of the MSDE's Educator Information System (EIS)
- Advise certificated employees regarding specific coursework and test requirements to obtain and maintain certification
- Monitor certification status of certificated employees
- Establish and maintain certification files for employees
- Remain current on trends, regulations, policies, and issues affecting teacher certification
- Support and assist with recruitment events as needed
- Make recommendations involving certification matters, including payroll changes as necessitated by certification status changes
- Effectively communicate with certificated employees on matters pertaining to certification, both orally and in writing
- Plan, organize and coordinate National Board Certification (NBC) for certificated employees
- Review and process requests for tuition reimbursement for conditionally certificated staff
- Composes and prepares confidential correspondence, reports and other documents as needed
- Ability to multitask in a fast-paced environment
- Maintain confidentiality with various aspects of employee information
- Other duties as assigned

POSITION: CERTIFICATION AUTHORIZED PARTNER

ENVIRONMENTAL FACTORS & PHYSICAL REQUIREMENTS

The environmental factors and/or physical requirements of this position include the following: While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations; and the ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-50 pounds. Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard. The employee frequently is required to sit, reach with hands and arms, talk and hear.

Charles County Public Schools reserves the right to re-advertise and modify the content of vacancy announcements at any time; however, this may be the only notice for this position during the noted advertisement period.

The Charles County public school system does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability in its programs, activities or employment practices. For inquiries, please contact Kathy Kiessling, Title IX/ADA/Section 504 Coordinator (students) or Nikial M. Majors, Title IX/ADA/Section 504 coordinator (employees/ adults), at Charles County Public Schools, Jesse L. Starkey Administration Building, P.O. Box 2770, La Plata, MD 20646; 301-932-6610/301-870-3814. For special accommodations call 301-934-7230 or TDD 1-800-735-2258 two weeks prior to the event.