



Professional – Job Descriptions

Job Title: Administrator, Human Resources
Educator Certification/Compliance
Pay Grade: PA 7
Min \$84,578/Mid \$101,901/Max \$119,224

Reports To: Executive Director
for Human Resources
FLSA Status: Exempt

Dept./School: Human Resources Department
Minimum Duty Days: 226 days

Primary Purpose:

Plan, direct, coordinate, monitor, and manage all personnel function including the recruitment, selection induction, appraisal compensation, certification, credentials of district personnel; ensure compliance with federal, state and local laws and regulations over district personnel; and ensure the establishment and maintenance of administrative standards, policies and procedures at a level that will ensure effective practices and quality results in the human resource area.

Minimum Requirements:

- Master's degree from an accredited institution.
- Valid Texas Lifetime or Standard Mid-Management or Principal Certificate.
- Valid Texas teaching certificate.
- Valid T-TESS certification and ILD or AEL.
- Five years of public school administrative and supervisory experience

Special Knowledge/Skills:

- Knowledge of Teacher Certification requirements.
- Knowledge of process for implementing teacher and principal evaluation systems (T-TESS/T-PESS).
- Demonstrate ability to work effectively and harmoniously with administrators, teachers, and other staff.
- Demonstrate ability to communicate effectively both orally and written form.
- Possess technical skills necessary to perform essential job requirements.
- Establishes and maintains a climate that demonstrates respect and dignity for employees, community members, and for with in areas of responsibility.

Major Responsibilities and Duties:

Instructional Management:

1. Administer all services related to teachers/instructional aides/specialists/administrators' certification, including the maintenance and renewal of applicable certifications and the addition of certification endorsements.
2. Advise personnel regarding specific coursework, tests or workshops needed to meet initial certification and renewal requirements and/or requirements for additional endorsement areas.

3. Administer and monitor all professional licenses to include but not limited to Occupational and Physical Therapists, Speech Pathologist, Social Workers, Nurses, Athletic Trainers and School Psychologist.
4. Analyze official transcripts and credentials to determine that Texas Certification and local employment requirements are in compliance with the State Board of Educators (SBOE) regulations and policies.
5. Maintain accurate certification record-keeping and reporting to ensure that personnel practices are in compliance with district, state, and federal requirements.
6. Monitor all instructional personnel (professional and para-professional) on permits for compliance with state/federal requirements for certification (i.e. Emergency Teaching Permits, Temporary Classroom Assignments, and Alternative certification programs).
7. Develop, implement and oversee mentoring program for new teachers including the assignment and training of mentors/mentees, stipend allocation, compliance with district requirements and evaluations.
8. Develop and coordinate New Teacher Orientation.
9. Assist in the development and implementation of a leadership pipeline framework for aspiring leaders.
10. Assists in the planning, development, and facilitation of Leadership Academies for both new and experienced Assistant Principals and Principals, emphasizing instructional leadership, organizational management, and professional growth.
11. Assist and collaborate with district administrators, school leaders, and teachers in the implementation of the Teacher Incentive Allotment Program.
12. Provide and coordinate training and staff development opportunities for teachers pending certification and advise teachers and principals of said opportunities.
13. Coordinate the T-TESS Calendar and appraiser list for board approval and disseminate information to campus administration.
14. Provide and coordinate T-TESS and T-PESS activities including training for teachers and administrators, update and maintain certification database, including waivers and principal surveys.
15. Assist in employee contract renewal and non-renewal process including preparing recommendations for approval to the superintendent and board of trustees
16. Coordinate the implementation of all professional (chapter 21 and non-chapter 21) evaluations and ensure evaluations are administered, completed and submitted according to district timelines.
17. Assist district administrators with documentation of teachers to include developing growth plans and documenting employee deficiencies for improved performance.
18. Reviews and assists district administrators with employee documentation and ensures appropriate documentation is in place for recommending suspensions, non-renewals and/or terminations.
19. Coordinate the hiring, transfers and promotions of all personnel under CIA Departments.
20. Facilitate district recruitment efforts (i.e. university/college visits, job fairs).
21. Assist with Grow Our Own initiative, coordinate informative sessions for employees interested in pursuing a teaching career.
22. Perform other duties as may be assigned.

Mental Demands/Physical Demands/Environmental Factors:

- Maintain emotional control under stress
- Work with frequent interruptions
- Moderate lifting and carrying
- District/State wide travel
- Prolonged sitting, standing, and walking
- Hearing, speaking clearly
- Working alone
- Working prolonged or irregular hours

Gabriela M. Rogerio
Reviewed and Approved by
Executive Director for Human Resources

June 2, 2026
Date

Edna Garza
Reviewed and Approved by
Director for Human Resources

June 2, 2026
Date

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

I hereby acknowledge that I have received a copy of my job description and understand its content.

Employee Name (print)

Employee Signature

Date