



## Job Description Montgomery Independent School District

**Job Title:** Certification Specialist

**Exemption Status/Test:** Nonexempt

**Reports to:** Asst. Supt. of Human Resources

**Date Revised:** June 2024

**Dept./School:** Human Resources Dept.

**Pay Grade/Days:** CP7/221

### Primary Purpose:

Work under moderate supervision to verify and monitor certification status of applicants and employees. Confirm district compliance with state certification and licensing requirements.

### Qualifications:

**Education/Certification:**

High school diploma or GED

**Special Knowledge/Skills:**

Ability to understand and implement certification rules and procedures

Ability to use software to develop spreadsheets, databases, and do word processing

Basic math skills

Mastery of both oral and written English with the ability to write general correspondence

Effective organizational, communication and interpersonal skill

**Experience:**

3 years clerical experience

Human Resource experience preferred.

### Major Responsibilities and Duties:

#### Certification and Licensing

1. Process teacher applications and verify certification with the Texas State Board of Educator Certification (SBEC), universities, colleges, and education agencies in other states.
2. Assist principals and Assistant Superintendent of Human Resources (HR) in identifying appropriate certification requirements for teacher assignment according to SBEC assignment criteria.
3. Track certification, testing, and permit status and follow-up with employees to ensure completion of certification requirements within established timelines. Process SBEC permit applications and monitor permit status.
4. Research and maintain current information on SBEC and Every Student Succeeds Act (ESSA) rules, certification requirements and processes, and testing dates.

### Records, Reports, and Correspondence

5. Compile, maintain, and file all reports, records, and other documents as required including maintaining a database of certification and licensing information for certified or licensed professionals, paraprofessionals, and auxiliary employees.





## Job Description Montgomery Independent School District

---

6. Prepare correspondence, forms, and reports according to district standards and requirements.

### Other

7. Follow district safety protocols and emergency procedures.

### Supervisory Responsibilities:

None.

### Mental Demands/Physical Demands/Environmental Factors:

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

---

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Printed Name \_\_\_\_\_ ID # \_\_\_\_\_ Campus \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

