Certification Officer and Testing Coordinator

Job Code 00001327

General Description
Responsible for recommending eligible candidates for their appropriate Texas Teacher Certificates.

Examples of Duties
Evaluate transcripts to determine certification requirements for post-graduate students to earn teacher certification.
Provide accurate, timely information to students to aid in timely completion of certification programs.
Develop and implement office procedures for storage and retrieval of data.
Assist in conducting transfer and freshman orientation sessions.
Review and approve applications for teacher certification.
Supervise staff.
Maintain and administer budgets.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: Texas State policy and procedures for program requirements and administrative functions; state of Texas procedures and standards for teacher certification.

Skill in: Basic bookkeeping; desktop publishing.

Ability to: Interpret SBEC and college of education rules and policies; assess and adapt to a variety of situations.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements