Certification Officer

Job Code 00001327

**General Description**
Responsible for recommending eligible candidates for their appropriate Texas teaching certification.

**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 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.

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

**Skill in:** assessing and adapting to a variety of situations; effective communication; working well with others.

**Ability to:** perform basic bookkeeping and desktop publishing; interpret SBEC and college of education rules and policies;

**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**