

## SCHOOL DISTRICT OF ALACHUA COUNTY

### ANALYST -- CERTIFICATION

#### JOB DESCRIPTION

**FLSA:** Non-Exempt      **BARGAINING UNIT ELIGIBILITY:** Yes  
**PAY** 28      **SALARY SCHEDULE:** Education Support Professionals  
**GRADE:**

#### QUALIFICATIONS:

- (1) Bachelor's Degree from an approved accredited educational institution;
- (2) Minimum two (2) years of experience in K-12 instruction or administration; or
- (3) An equivalent combination of education and experience.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of Florida statutes and State Board Rules relating to instructional certification. Extensive knowledge of state and federal guidelines relating to highly qualified status requirements for teachers. Excellent computer skills with knowledge of computer software applications. Ability to maintain accurate records and prepare reports. Ability to communicate effectively both orally and in writing. Ability to establish and maintain effective working relationships with teachers, school-based administrators and District staff.

#### REPORTS TO:

Assigned Supervisor

#### JOB GOAL

To effectively coordinate, monitor and maintain programs and records related to instructional certification.

#### SUPERVISES:

N/A

#### PERFORMANCE RESPONSIBILITIES:

- \* (1) Process and monitor applications and supporting documents for temporary, professional and athletic coaching certification.
- \* (2) Process and enter data for certificate renewal into DOE certification system.
- \* (3) Serve as District certification contact with the Department of Education.
- \* (4) Review incoming instructional employment applications to determine subject area certificate eligibility and highly qualified status.
- \* (5) Provide certification information and assistance to School Board of Alachua county (SBAC) teachers and substitute teachers, charter school teachers, teacher applicants and coaching applicants.
- \* (6) Analyze college transcripts to determine certificate eligibility.
- \* (7) Monitor certification progress/completion for teachers assigned out-of-field.
- \* (8) Assist in monitoring Charter School personnel records.
- \* (9) Assist in the employment of instructional personnel.

## ANALYST -- CERTIFICATION (Continued)

- \*(10) Participate in the New Employee Orientation program.
- \*(11) Serve on school/district committees as required or appropriate.
- \*(12) Adhere to applicable safety standards.
- \*(13) Attend all staff meetings and workshops.
- \*(14) Assist with maintaining a clean and orderly environment.
- \*(15) Be knowledgeable of and adhere to Board policies and departmental procedures.
- \*(16) Communicate effectively with the public, staff members, students, parents, administrators and other contact persons using tact and good judgment.
- \*(17) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- \*(18) Demonstrate initiative in the performance of assigned responsibilities.
- \*(19) Demonstrate support for the school district and its goals and priorities.
- \*(20) Exhibit interpersonal skills to work as an effective team member.
- \*(21) Follow attendance, punctuality and proper dress rules.
- \*(22) Maintain confidentiality regarding school/workplace matters.
- \*(23) Maintain expertise in assigned area.
- \*(24) Manage time efficiently.
- \*(25) Model and maintain high ethical standards.
- \*(26) Participate in cross-training activities as required.
- \*(27) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- \*(28) Prepare all required reports and maintain updated and accurate records.
- \*(29) Represent the District in a positive and professional manner.
- \*(30) Respond to inquiries and concerns in a timely manner.
- \*(31) Perform other duties as assigned.
- \*(32) May be required to work beyond the 40-hour week.

*\*Essential Performance Responsibilities*

### PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

### TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

### EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

### Job Description Addendum No. 5

Adopted 8/2/11