

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6274
Pay Grade: D10

FLSA: Non-Exempt

CERTIFICATION CLERK

MAJOR FUNCTION:

Performs highly responsible advanced clerical duties pertaining to both academic and vocational certification of instructional and administrative personnel or the extension of certificates and the addition of middle school, gifted and other areas of certification through staff development component points and a combination of college credit and components. Work is performed independently under general direction and is reviewed through conferences.

DUTIES AND RESPONSIBILITIES:

Certification through College Credit

- Assists in coordinating the certification process of new and prospective personnel; monitors status of certificates due to expire and keeps affected personnel informed.
- Analyzes transcripts, course contents, Board policy, personnel records, work histories and other pertinent data and counsels employees regarding certification status and alternatives.
- Analyzes and interprets certification and compliance standards and provides information on teacher certification to administrators, teachers, applicants, staff and public.
- Maintains, updates and disseminates a master list of college and university course offerings required for certification.
- Advises and assists persons who are registering for courses; provides interpretative assistance with domestic and foreign equivalencies.
- Performs liaison activities with the State Department of Education, Bureau of Teacher Certification and other Florida school districts
- Prepares and compiles certification data relative to reappointment of instructional personnel.
- Maintains records and prepares reports on certificate extensions; coordinates changes and program modifications with Data Processing; makes recommendations for forms used for certification purposes.
- Prepares, audits, corrects and revises certification status of staff through use of computer terminal.

Certification through Staff Development and Component Points

- Analyzes and interprets DOE (Department of Education) regulations and proposed changes concerning extension of certificates.
- Provides advice, consultation and interpretative guidance to administrative and instructional staff on matters pertaining to extension of certificates and the "add-on" of additional areas through components and/or college credit conversions.
- Provides orientation for Pro Ed Facilitators and meets with principal's groups to provide current information on certificate extension requirements.
- Verifies that scheduled components are used as certification or non-certification as the law requires.
- Prepares and compiles data required to process and record acquired component credit or conversion of college courses and the transfer of components points to and from other counties.
- Monitors status of certificates due to expire and keeps affected personnel informed.
- Provides input to administrative staff on component design and development of procedures relating to component points for certificate renewal and subject area "add-ons."

CERTIFICATION CLERK

DUTIES AND RESPONSIBILITIES: (continued)

Certification through Staff Development and Component Points (continued)

- Maintains records and prepares reports on certificate extensions; coordinates changes and program modifications with Data Processing; makes recommendations for inservice form and computer printout revisions.
- Participates in state and local meetings as required; organizes regional meetings for local area.
- Prepares, audits, corrects and revises status of components and individuals who receive component credit through the use of a micro-computer or computer terminal.
- May oversee the work of assisting personnel.
- Performs related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school possession of a GED plus four (4) years of progressively responsible office experience to include are (1) year performing duties related to staff development or certification, and/or people contact/involvement; or an equivalent combination of education, training and experience.

ISSUED: 10/79 SSN; REVISED: 6/87 PBL; BOARD APPROVED: 9/23/87; REVISED MF and D & R: 6/00 PBL, REVISED WC: 4/04 LM.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

CERTIFICATION CLERK

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors		X			
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Certification Clerk - PESPA