

The University of Texas at San Antonio

Job Description

Job Title: Teacher Certification Specialist I
Code: 13063
Salary Grade: 57
FLSA Status: Exempt
Department/Division: Advising Center
Reports To: In accordance with specific departmental policies

Summary

- Function: To provide professional skills and abilities required in the dissemination of accurate teacher certification information to students, prospective students and others.
- Scope: Responsible for understanding and interpreting the requirements of university state approved teacher certification programs and the changing standards, rules and regulations of the State Board of Educator Certification.

Duties

- Typical:
 1. Conducts information sessions for current and prospective students seeking teacher certification.
 2. Remain abreast of State standards and requirements.
 3. Advise certification students on coursework, scheduling and changes affecting programs.
 4. Create certification plans.
 5. Maintain accurate and detailed information in student files.
 6. Communicate with university faculty, staff and area school districts regarding prospective teacher certifications.
 7. Perform additional duties as assigned.
- Periodic:
 1. Participate in professional conferences and professional development training.

Education

Required	Preferred
Bachelor's Degree from an accredited higher education institution	Master's Degree

Other Requirements

Required	Preferred
Criminal Background Check (CBC).	N/A

Experience

Required	Preferred
Two years academic advising or counseling experience.	Teacher certification or teaching experience.

Equipment

Required	Preferred
Personal computers and related office equipment.	N/A

Working Conditions

Usual	Special
Usual office conditions. Some extended hours within varying schedule.	Weekend and evening work may be required.

Supervision

Received	Given
Specific and general instructions, and evaluation from supervisor.	N/A

Accuracy

Proficiency in all duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.