

The University of Texas at San Antonio

Job Description

Job Title: Teacher Certification Specialist III
Code: 13065
Salary Grade: 59
FLSA Status: Exempt
Department/Division: Advising Center
Reports To: In accordance with specific departmental policies

Summary

- **Function:** To provide accurate information to students and prospective students (undergraduate, post-baccalaureate, and graduate) regarding UTSA's state approved educational programs leading to Texas Teacher Certification; to assist students in completing all requirements of their certification plans; to act as a representative of UTSA in communicating with area school districts and with the State Board of Educator Certification; act as representative of UTSA and the State as Certification Officer. Participate in planning, implementation and completion of assigned special projects
- **Scope:** Responsible for understanding and interpreting the requirements of UTSA's state approved teacher certification programs and the changing standards, rules and regulations of the State Board for Educator Certification; responsible for determining that students have completed all requirements of their approved program and for recommending them to the State Board for their certificates. Responsible for working collaboratively across constituencies to develop and implement practical solutions to complex problems; for training and oversight of certification staff when requested; for assisting with implementation and assessment of efficient operations, understanding and communicating the needs of specific populations of students to administrators, implementing and interpreting institutional rules to students, facilitating the exchange of certification advising information to all concerned parties.

Duties

- **Typical:**
 1. Conducts information sessions for current and prospective students seeking teacher certification.
 2. Keep up to date on constantly changing State standards and requirements.
 3. Advise certification students on coursework, scheduling and changes affecting programs.
 4. Evaluate transcripts and create certification plans.
 5. Maintain accurate and detailed information in student files.
 6. Communicate with university faculty, staff and area school districts

<p>regarding prospective teacher certifications.</p> <ol style="list-style-type: none"> 7. Communicate with the State Board for Educator Certification regarding certification of UTSA's students; recommend applicants for certification to the State Board. 8. Assist and support the coordinator in organization, delivery and assessment of services and/or supervise certification staff in the absence or at the request of the coordinator. 9. Explore new models for effective and efficient delivery of services. 10. Perform additional duties as assigned. <ul style="list-style-type: none"> • <u>Periodic:</u> <ol style="list-style-type: none"> 1. Participate in professional conferences and professional development training. 2. Serve on committees relevant to the mission of the unit. Represent the unit in community events that may occur outside of normal work hours.
--

Education

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

Other Requirements

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

Experience

Required	Preferred
Four years academic advising or counseling experience to include two years experience as a Teacher Certification Specialist I.	N/A

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
General supervision from Senior Program Coordinator.	Assist in training and supervising Teacher Certification Specialist I and II; instruction to support staff and clerical personnel.

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.