

REGIONAL CERTIFICATION ASSISTANT
(BOCES #2)

GENERAL STATEMENT OF DUTIES: Provides information and assistance in the area of requirements for teaching certification; does related duties as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Assistant Superintendent - Human Resources, who is a designated Regional Certification Officer by the New York State Department of Education, this position is responsible for the day to day operation of the Regional Certification Office of Southern Westchester BOCES, which functions as an extension of the New York State Education Department's Office of Teacher Certification. Incumbent provides information and assistance to administrators of component school districts and the public on matters of certification. Supervision may be exercised over clerical staff.

EXAMPLES OF WORK: (Illustrative Only)

Provides, either by telephone, in writing or through appointments, information and assistance regarding requirements for teaching certification;

Acts as liaison between component school districts and the New York State Education Department's Office of Teacher certification;

Evaluates credentials, e.g., transcripts, for specific certificates and advises on additional coursework required for certification;

Reviews required paperwork for completeness and sends to the State with BOCES authorized Certification Officer's recommendation as to certification in order to expedite the process;

Arranges periodic informational meetings with component school district administrators and State representatives to advise them of any changes in requirements for certification; develops and distributes materials for these meetings;

Develops informational material and distributes to non-subscribing component school districts to explain the benefits of using the service;

Checks and advises districts, using tie-in with State computer, on the status of certification applications, and advises districts of same;

Maintains extensive contact with component school district administrators to advise them on any certification issues within their districts.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles and practices of office management; ability to learn, understand and accurately convey the requirements for teaching certification; ability to operate an automated database; ability to deal with the public; ability to communicate both orally and in writing; ability to establish and maintain effective working relationships with others; initiative; good judgement; tact; resourcefulness; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either a) three (3) years of general clerical work experience which must have included extensive contact with staff, employees and/or the public either in person or over the telephone; or (b) Completion of sixty (60) college credits and one (1) year of work experience as described in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.