

## REGIONAL CERTIFICATION OFFICER (BOCES # 2)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director of Human Resources, 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 Teaching Initiatives. The incumbent performs and coordinates tasks in the Regional Certification Office such as providing information and assistance to administrators of component school districts and the public on matters of certification. The incumbent is expected to work independently and to carry assignments through to completion. Supervision may be exercised over clerical support staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Conducts a thorough, accurate and timely evaluation of applicant's teacher certification application and credentials in accordance with applicable NYS Education Department laws, regulations, policies and procedures to determine whether the application and supporting credentialing documentation meets the certification requirements;

Completes evaluations for teacher certification-related applications, including, but not limited to: time extensions for current teacher certificates, initial conditional approvals, teaching assistant certificates and Adult Education licensures;

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

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

Reviews required paperwork for completeness and sends to the Office of Teaching Initiatives with recommendation as to certification and may request expedited processing;

Maintains extensive contact with component school district administrative staff to advise them on any certification issues within their districts;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the general organization and function of a BOCES and the organizational mission of a Human Resources Department; good knowledge of the principles and practices of office management; ability to learn, understand and accurately convey the requirements for teaching certification; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with others; ability to maintain confidentiality; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; initiative; good judgment; tact; resourcefulness; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and four (4) years of staff support\*\* experience, one (1) year of which must have included either: (a) processing and auditing records using database or word processing applications or (b) assessing job applicant qualifications or evaluating educational or professional credentials for individuals or institutions.

SUBSTITUTION: A Bachelor's Degree\* in Education may be substituted for one (1) year of general experience described above. However, there is no substitution for the one (1) year of specialized experience.

\*\*DEFINITION: Staff support functions are generally support of back up functions to higher-level administrators. This could involve office management; participation in budget preparation and monitoring; payroll and personnel type functions; involvement in the development and/or review of department-wide practices and procedures; evaluating departmental operations; participation in planning; financial recordkeeping, accounting and management activities; purchasing; public relations; community relations; public information activities; and other similar functions. "Line" functions involved in the delivery of services or in the day-to-day operations of a department would not be qualifying experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.