

REGIONAL CERTIFICATION OFFICER  
(BOCES #2)

GENERAL STATEMENT OF DUTIES: Performs professional management and coordination tasks managing the regional licensing/certification of professional educators. 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 or 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 arm of the New York State Education Department's Office of Teaching Initiatives. The incumbent provides information and assistance to administrators of component school districts and the public on matters of certification. The incumbent must be knowledgeable of the major operations, administrative and legal procedures affecting school districts. The incumbent is expected to work independently and to carry assignments through to completion. Supervision may be exercised over clerical and secretarial support staff, 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 laws, regulations, policies and procedures to determine whether the application and supporting credentialing documentation as provided by the applicant, meets the certification requirements;

Completes evaluations for teacher certification-related applications, including: time extensions for current teacher certificates, modified temporary licenses, statements of continuing eligibility permits, and teaching assistant certificates;

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 additional coursework required for certification;

Reviews required paperwork for completeness and sends to the Office of Teaching Initiatives with 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 promote the benefits of the Regional Certification service

EXAMPLES OF WORK: (Illustrative Only) (Continued)

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

Uses computer applications 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 use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with others; ability to maintain confidentiality; initiative; good judgement; tact; resourcefulness; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either (a) a Bachelor's Degree\* in Business, Counseling, Education, Human Resources, Public Administration, Student personnel Administration, or closely related field and three years experience involving administrative, training and/or technical functions in an automated systems environment; or, (b) a Master's Degree\* in any of the above stated fields and one year of experience as stated in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a) and (b).

\*NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Education Department 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.