

SCHOOL DISTRICT OF GADSDEN COUNTY
SERVICE DEFINITIONS AND DATA COLLECTION FORM
CERTIFICATION SPECIALIST

1. SERVICE DELIVERY

- _____ 1. Renew professional teaching certificates on-line with Department of Education (DOE.).
- _____ 2. Update personal information on-line at DOE.
- _____ 3. Track certification areas to be renewed.
- _____ 4. Design and prepare Substitute Certificates.
- _____ 5. Design and prepare non-degree Vocational Certificates.
- _____ 6. Keep eligible substitute teacher listing current.
- _____ 7. Maintain, calculate, and evaluate inservice / college courses for renewal of professional certificates.
- _____ 8. Maintain and disseminate information regarding requirements for substitute and professional certificates.
- _____ 9. Maintain and disseminate information relative to inservice and certification procedures and requirements.
- _____ 10. Track and notify employees and administrators of expiring certificates.
- _____ 11. Input and maintain computerized records of inservice activity for professional certificate renewal.
- _____ 12. Design and distribute certificate renewal applications.
- _____ 13. Receive and record payments for substitute, vocational and professional teaching certificates.
- _____ 14. Track and maintain ESOL and Clinical Educator trained personnel.
- _____ 15. Arrange and record fingerprint interviews.
- _____ 16. Conduct inquiries, research and maintain fingerprint records.
- _____ 17. Transcribe Criminal History Review committee findings and recommendations.
- _____ 18. Maintain records of university interns, their school sites and dates of placement.
- _____ 19. Process inservice requests.
- _____ 20. Assist with scheduling and arrangements for inservice activities.
- _____ 21. Process travel vouchers.
- _____ 22. Catalog and dispense Staff Development training materials.
- _____ 23. Design and process inservice forms.
- _____ 24. Arrange accommodations for inservice consultants.
- _____ 25. Schedule, arrange, and set up rooms for training activities as directed by Supervisor.

2. EMPLOYEE QUALITIES / RESPONSIBILITIES

- _____ 26. Keep current on all rule changes and other information relative to certification and staff development.
- _____ 27. Perform duties as receptionist for department.
- _____ 28. Duplicate materials as needed.
- _____ 29. Order and maintain supplies as needed.
- _____ 30. Type and mail communiqués as directed by Supervisor.
- _____ 31. Perform all other typing and clerical duties as indicated by Supervisor.
- _____ 32. Maintain confidentiality of employee and department matters.
- _____ 33. Maintain effective communications with District personnel and the public.
- _____ 34. Keep immediate supervisor informed about potential problems or unusual events.

3. SYSTEM SUPPORT

- _____ 35. Maintain, copy and distribute the Master Inservice Plan.
- _____ 36. Maintain, copy and distribute the Professional Orientation Plan.
- _____ 37. Maintain, copy and distribute the Human Resource Management Development Program.
- _____ 38. Maintain applicable budgets.

CERTIFICATION SPECIALIST (Continued)

- _____ 39. Process inservice points to and from other districts.
- _____ 40. Complete records and reports accurately and efficiently
- _____ 41. Demonstrate support for the School District's goals and priorities.
- _____ 42. Perform other duties as assigned.

4. WORKSITE SERVICE STANDARDS

INDICATORS

- _____ 43. Student growth and achievement, the work ethic, fostering and developing professional image, collaboration and affirmative networking, systemic and systematic preparation for function delivery, interpersonal interaction, teamsmanship and communication skills, translating organizational purpose into observable behavior and others.
- _____ 44. _____
- _____ 45. _____
- _____ 46. _____
- _____ 47. _____

5. ASSESSMENT AND OTHER SERVICES

- _____ 48. The use of the adopted performance appraisal systems for instructional and other employees.
- _____ 49. The accurate and timely filing of all school reports.
- _____ 50. The completion of required professional development services.
- _____ 51. _____
- _____ 52. _____

CERTIFICATION SPECIALIST (Continued)

DATA COLLECTION CODES

O -- Observed
C -- Collected Data

I – Clearly Indicated
NE – Not Evident

INTERACTION DATES

Formal Observations

(Date)

(Date)

(Date)

Informal Observations

(Date)

(Date)

(Date)

(Signature of Evaluator / Date)