

University of Houston – Clear Lake

Position Description

Job Title: **Coordinator, Educator Certification**

Job Code: **2423**

Pay Grade: **030**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree.	Master's degree.
Experience	Records management experience.	Academic institution experience
License/Certification		Teaching certification.

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Directing all educator certification for the School of Education (SoE); signature authority for recommendations to the State Board for Educator Certification (SBEC)/Texas Education Agency (TEA); signature authority for certification and graduation verifications; serves as Title II Manager and ASEP Online Manager as well as liaison with SBEC/TEA. Coordinator of Educator Certification serves as Certification Officer and is authorized to administer the UHCL official seal to certification documentation; directing policies and procedures for all student records for the School of Education; certification program development based on state regulations; interpretation of state regulations for educator certification.

Duties and responsibilities	% Time
Serve as Certification Officer, Title II Manager, ASEP Online Manager and SBEC Online certification recommendation authority for SOE.	30
Creation and maintenance of databases and reports for School of Education; including Title II, ASEP, Certification Recommendations, SBEC Online, Deficiency Plans and Degree Conferrals.	20
Interpretation and implementation of state regulations concerning educator certification, including student, faculty and staff consultations and conducting meetings for student certification and examination information.	15
Auditing for entry into Graduate Internships and Practicum. Development of deficiency plans.	15
Approving all graduation applications for School of Education. Representative on UHCL school committees as Coordinator of Educator Certification.	10
Direct the maintenance, inventory and archiving of the School of Education student files. Actively participate in state professional certification meetings as a representative of UHCL and the SoE.	10

This position description describes the general qualifications, duties and responsibilities of work being performed.