

**JOB INFORMATION**

Effective Date	3/14/2024
Job Code:	2424
Job Title:	Sr. Coordinator, Educator Certification
Salary Grade/Structure:	030 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	40-Clerical and Secretarial
Job Function:	Academic Affairs
Job Family:	Academic Support
Job Summary	Directing all educator certification for the College of Education (CoE); signature authority for recommendations to the Texas Education Agency (TEA)/ State Board for Educator Certification (SBEC) Educator Certification Online System (ECOS); signature authority for certification and graduation verifications; serves as Title II Institutional Program Report Card (IPRC) Manager, Accountability System for Educator Preparation (ASEP) Online Manager, Legislative Budget Board (LBB) Certification Rate Manager, Education Testing Service (ETS) Pass Rates Manager, as well as a liaison with TEA/SBEC to ensure UHCL's continuing educator accreditations. Sr. Coordinator of Educator Certification serves as Certification Officer and is authorized to administer the UHCL official seal to certification documentation; awarding master's degree for CoE; directing policies and procedure for all student records for the CoE; certification program development based on state regulations; interpretation of state regulations for educator certification; and oversees the Teacher Education Program admission process.

**COMPETENCIES**

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

**QUALIFICATIONS**

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree		Required	
Master's Degree		Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	Records management experience	Required	
Less than 3 yrs	Academic institution experience	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	Teaching certification		Preferred	

## Knowledge, Skills and Abilities

KSAs	Proficiency
• Knowledge of state education and certification regulations.	Skilled
• Knowledge of university regulations.	Skilled
• Good research and writing skills.	Skilled
• Good interpersonal communication skills.	Skilled
• Good organizational and time management skills.	Skilled
• Ability to work independently and assume major responsibilities as delegated.	Skilled
• Good Windows Office Suite computer skills.	

## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

## Essential Functions

Essential Function	% TIME
• Serve as Certification Officer, Title II IPRC Manager, ASEP Online Manager, LBB Certification Rate Manager, ETS Pass Rate Manager, and ECOS certification recommendation authority for SoE	30%
• Creation and maintenance of certification databases and reports for CoE; including, American Association of Colleges for Teacher Education (AACTE), ASEP ECOS, ETS Pass Rates, LBB Certification Rates, Title II IPRC, TEA/SBEC Certification recommendations and degree conferrals.	30%
• Interpretation and implementation of state and federal regulations concerning educator certification, including student, faculty and staff consultations and conducting meetings for student certification and examination information and various advisory committees.	20%
• Actively participate in state professional certification meetings as a representative of UHCL and the CoE to ensure UHCL's continued educator certification accreditations.	5%
• Approving and awarding master's degrees for CoE.	5%
• Representative on UHCL school committees as Sr. Coordinator of Educator Certification.	5%
• Direct the maintenance, inventory and archiving of the CoE student files.	5%

## PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

## PHYSICAL DEMANDS/WORKING CONDITIONS

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing						
Walking						
Sitting						
Lifting						
Carrying						
Pushing						
Pulling						
Climbing						
Balancing						
Stooping						
Kneeling						
Crouching						
Crawling						
Reaching						
Handling						
Grasping						
Feeling						
Talking						
Hearing						
Repetitive Motions						
Eye/Hand/Foot Coordination						

### Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold					
Extreme heat					
Humid					
Wet					
Noise					
Hazards					
Temperature Change					
Atmospheric Conditions					
Vibration					

### Travel Requirements

Estimated Amount	Brief Description