



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Certification Specialist
Payroll/Personnel Type:	12 Month
Job #:	8683
Reports to:	Certification Manager
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible
Starting Salary:	\$55,797.20 - \$59,476.77

Position Summary:

The Certification Specialist is responsible for assisting existing staff with renewing their Missouri Substitute certificate. This position is also responsible for conducting regular certification audits and preparing reports to identify certification concerns within the district. The Certification Specialist will manage and participate in specific processes and projects such as assisting the Certification Manager with the renewal process for existing staff (Teachers, Counselors, Librarians). The Certification Specialist will provide support to the Staffing team as needed.

Essential Functions:

- Create written and video-documented processes for processing certifications including any systems used to carry out certification processes
- Audit substitute certifications quarterly for Day-to-Day subs, BLAs, and ILAs
- Schedule quarterly meetings between HR leaders and high-need departments and schools to discuss and monitor staffing needs/changes as it relates to Day-to-Day subs, BLAs, and ILAs
- Participate in process improvement and streamline processes, reduce rework and improve productivity
- Handle incoming and outgoing customer service telephone calls in a courteous and professional manner and meet with customers who seek information or to make human resource changes
- Receives, prioritizes and executes multiple tasks while accounting for the status of each task; this may include logging and status review of tracking documents, to ensure task completion in a timely manner
- Coordinate prompt handling of all customer service requests as it relates to certifications
- Use Human Resource Information Systems to process HR workflows and update employee data
- Assist as needed in conducting new hire orientation or in other human resource department areas as requested
- Performs other duties as assigned

Knowledge, Skills, and Abilities:

- Strong written and oral communication
- Ability to follow a multi-step process with precision and fidelity
- Ability to digest large amounts of data and summarize findings accurately
- Ability to apply common sense understanding to carry out detailed written or oral instructions
- Ability to read and interpret documents and instructional videos such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to speak effectively before groups of customers or employees of the organization
- Ability to write routine reports and correspondence



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- Ability to work independently and collaboratively
- Ability to dissect and communicate detailed steps in a process
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs

Experience:

- Professional experience in Human Resources required
- Five or more years of related experience and/or training

Education:

- Bachelor's Degree in Human Resource Management or related discipline **OR**
- 3 years of teaching experience
- PHR, PHR, or SHRM-CP preferred

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

_____	_____	_____	_____
Employee	Date	Immediate Supervisor	Date
_____		_____	
Human Resources	Date		



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In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.