

EDUCATION CERTIFICATION OFFICER

NATURE OF WORK IN THIS CLASS:

Administers the professional certification programs for public school teachers and administrators.

ILLUSTRATIVE EXAMPLES OF WORK: These examples do not list all the duties which may be performed; nor do the examples cover all duties which may be performed.)

Administers established professional certification policies, laws and related regulations for public school teachers and administrators; evaluates employment applications, college transcripts and related documents for certification eligibility and issues certificates, as appropriate.

Formulates and recommends new policies, procedures and related guidelines governing professional certification of public school teachers and administrators.

Serves as the Director's liaison and Executive Secretary to the Certification Advisory Council.

Responds to inquiries relative to the certification program and requirements.

Coordinates with the University of Guam regarding certification requirements; maintains liaison with educational institutions from other jurisdictions relative to certification programs.

Evaluates certification programs and requirements and recommends changes necessary to improve program effectiveness.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles and practices of public administration as relevant to recruitment and professional certification program administration for public school teachers and administrators.

Ability to interpret, apply and make decisions in accordance with established policies, laws, and other program guidelines.

Ability to analyze and evaluate college transcripts, course descriptions and related information and materials for certification eligibility determinations.

Ability to evaluate program effectiveness and recommend/implement changes to improve effectiveness.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:


a) Two years of professional experience in teacher certification administration, public personnel administration, research or related work, and graduation from a recognized college or university with a Bachelor's degree in business or public administration, social science, or related fields; or

b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: July, 1980

Pay Range: 29

Education Administrative Salary Level: 9
October 1, 1981


RONALD B. AGUON
Acting Executive Director
Civil Service Commission