

The University of Texas at San Antonio

Job Description

Job Title: Teacher Certification Specialist II
Code: 3064
Salary Grade: 58
FLSA Status: Exempt
Department/Division: Advising Center
Reports To: In accordance with specific departmental policies

Summary

- **Function:** To provide accurate information to students and prospective students (undergraduate, post-baccalaureate, and graduate) regarding UTSA's state approved educational programs leading to Texas Teacher Certification; to assist students in completing all requirements of their certification plans; to act as a representative of UTSA in communicating with area school districts and with the State Board of Educator Certification; act as representative of UTSA and the State as Certification Officer.
- **Scope:** Responsible for understanding and interpreting the requirements of UTSA's state approved teacher certification programs and the changing standards, rules and regulations of the State Board for Educator Certification; responsible for determining that students have completed all requirements of their approved program and for recommending them to the State Board for their certificates.

Duties

- **Typical:**
 1. Conducts information sessions for current and prospective students seeking teacher certification.
 2. Keep up to date and remain abreast of State standards and requirements.
 3. Advise certification students on coursework, scheduling and changes affecting programs.
 4. Evaluate transcripts and create certification plans.
 5. Maintain accurate and detailed information in student files.
 6. Communicate with university faculty, staff and area school districts regarding prospective teacher certifications.
 7. Communicate with the State Board for Educator Certification regarding certification of UTSA's students; recommend applicants for certification to the State Board.
 8. Perform additional duties as assigned.
- **Periodic:**
 1. Participate in professional conferences and professional development

training.

Education

Required	Preferred
Bachelor's Degree from an accredited higher education institution	Master's Degree

Other Requirements

Required	Preferred
Criminal Background Check (CBC).	N/A

Experience

Required	Preferred
Three years academic advising or counseling experience.	N/A

Equipment

Required	Preferred
Personal computers and related office equipment.	N/A

Working Conditions

Usual	Special
Usual office conditions. Some extended hours within varying schedule.	Weekend and evening work may be required.

Supervision

Received	Given
Specific and general instructions and evaluation from supervisor.	May assist in training and supervising Teacher Certification Specialist I; instruction to support staff and student employees.

Accuracy

Proficiency in all duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.