POSITION DESCRIPTION

TITLE: Certificated Personnel Specialist
LOCATION: Administrative Service Center
REPORTS TO: Executive Director of Human Resources
DEPARTMENT: Certificated Personnel

SUMMARY STATEMENT:
The Certificated Personnel Specialist assists the Director of Personnel and the Executive Director of Human Resources by implementing certificated personnel functions associated with salary computations, agreements, evaluation and issuance of contracts and records. This position assists with interpretation of policies, rules and regulations for certificated employees, and maintains personnel records to insure that proper and current documents are on file for each employee. The position assumes responsibility for the accuracy of all personnel information concerning certificated employees.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff and the general public in person, via telephone, and in writing.
2. Initiate new employment contracts; compute salaries and evaluate placement; maintain manual records of actions.
3. Prepare annual teacher contracts and supplemental contracts, as well as updates and or changes.
4. Input new contracts/assignments into computer and or change information on system; verify information for employees/departments as requested.
5. Update staffing information manually, including correct budget distribution, Full Time Equivalents (FTE's), enrollment, and locations; enter information into computer system.
6. Prepare data for State reporting; analyze and research data; input data into system and prepare report.
7. Evaluate and review incoming transcripts and experience verifications for possible salary adjustments or advancement.
8. Maintain and update annual computerized salary schedules and tables on the on-line system.
9. Operate the computer, including performing data entry utilizing an on-line computer system. Generate data-mining reports as needed.
10. Coordinate budget preparation with the Business Services Division.
11. Prepare certificated job opening announcements and advertise accordingly.
12. Work closely with Instructional Technology personnel to improve computer-reporting system.
13. Respond to and complete salary surveys and employment verifications from various sources.
14. Determine retirement and medical eligibility for certificated employees.
15. Prepare Board Report information for the Superintendent.
16. Monitor teacher evaluation reports to Principals.
17. Monitor budget and process purchase orders as necessary.
18. Establish and monitor the Teacher Professional Fund and TRI Pay for each individual teacher.
19. Compose and prepare correspondence for the Director of Personnel and the Executive Director of Human Resources as requested.
20. Assist in researching information relative to legal inquiries, i.e. Title IX, and other legal issues.
21. Establish, monitor, and disperse certificated personnel forms and supplies as requested.
22. Generate pay documents (stipends, per diem, supplemental contracts, etc.) to Payroll for processing.
23. Track certification endorsements.
24. Evaluate certificated personnel files for staff who are in highly-qualified positions, and report information to the Office of the Superintendent of Public Instruction (OSPI).
OTHER RESPONSIBILITIES:
1. Assist with preparation of new teacher orientation and job fairs.
2. Prepare service award information and forward to designated locations.
3. Prepare and update the annual Evaluation database.
4. Coordinate the clock hours process.
5. Perform other related duties as may be assigned.

PHYSICAL DEMANDS REQUIRED:
- Hearing (66-100%)
- Speaking (66-100%)
- Vision (66-100%)
- Sitting (66-100%)
- Standing (33-66%)
- Walking (Up to 33%)
- Reaching (Up to 33%)
- Acceptable Attendance
- Bending (Up to 33%)
- Pushing (Up to 33%)
- Writing (66-100%)
- Pulling (Up to 33%)
- Use of hands and/or arms for repetitive motion (66-100%)
- Lifting/Carrying up to 40 lbs. (Up to 33%)
- Kneeling (Up to 33%)

MENTAL DEMANDS REQUIRED:
- Reading (66-100%)
- Multiple Concurrent Tasks (66-100%)
- Verbal Communication (66-100%)
- Detailed Work (66-100%)
- Reasoning (66-100%)
- Confidentiality (66-100%)
- Math (66-100%)
- Constant Interruptions (66-100%)
- Problem Solving (33-66%)
- Customer Contact (66-100%)
- Written Communication (33-66%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously
(33-66%) = Frequently
(Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
IBM/PC (clone), 10-key calculator, typewriter, telephone, FAX machine, printer, copy machines, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
(Testing may be required.)
1. Typing/keyboarding of 50 wpm.
2. A minimum of three years of experience in a related field, or equivalent training.
3. Personnel experience preferred.
4. Demonstrated ability to perform on the computer, performing heavy on-line data entry, using Windows environment and related Microsoft applications, particularly Excel.
5. Knowledge of or willingness to learn the on-line computer system in conjunction with the Washington School Information Processing Cooperative (WSIPC).
6. Demonstrated ability to communicate effectively with staff and the general public.
7. Demonstrated ability to operate the office equipment listed in the tools and equipment area above.
8. Demonstrated ability to perform detailed tasks accurately and in accordance with established guidelines.
9. Demonstrated ability to handle multiple priorities at one time.
10. Must possess a good math aptitude.
11. Demonstrated organizational skills and a commitment to follow through.
12. Demonstrated ability to problem solve, analyze, and resolve related issues.
13. Demonstrated ability to perform under conditions of constant interruption and perform under deadline pressure.
14. Demonstrated ability to establish and maintain confidentiality of sensitive information.
15. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

260-261 Days Per Year (Includes Holidays)
Variable Hrs. Per Day
Certificated Personnel Specialist