

**Hernando County School Board
Florida**

FLSA: Exempt, Non-Union

Lead Certification & Data Specialist

Required Qualifications:

- High School Diploma with a minimum of 4 years of experience in FLDOE certification and/or employee data entry experience that provides the required knowledge, skills, and abilities to perform the essential duties and responsibilities of the position
- OR***
- Associate degree or equivalent from an accredited institution (2 years of college coursework) with a minimum of 2 years of experience in FLDOE certification and/or employee data entry experience that provides the required knowledge, skills, and abilities to perform the essential duties and responsibilities of the position
- Minimum of 4 years Human Resources Experience
- Experience with Employee Management Software
- Experience in datamining and analyzing data to make data-driven decisions
- Experience in communicating with a variety of audiences, orally and in writing, including electronic media

Desired Qualifications:

- Knowledge of Florida Statutes, School Board Policies and human resource procedures
- Knowledge of Union Contracts and Salary Negotiations/Distribution

Performance Responsibilities:

- Provide supervision of Data & Certification Specialist and oversee work
- Serve as team lead for employees responsible for providing guidance to instructional and administrative personnel for obtaining and maintaining certification
- Oversee, train, and delegate work to appropriate staff; and make recommendations for employment and procedures
- Establish and maintain collaborative working relationships with all stakeholders
- Plan, organize, and coordinate activities related to certification of personnel, ensuring accuracy and compliance with district, state, and federal guidelines
- Develop and implement certification policies and procedures to increase effectiveness and efficiency of certification services and make process improvements as appropriate
- Develop and implement on-boarding policies and strategies to improve Human Resource procedures
- Counsel and assist out-of-field teachers to ensure compliance with state legislation, while minimizing the number of out-of-field teachers in the District
- Collaborate with Professional Development to assist out-of-field teachers to ensure compliance with state legislation is completed

- Collaborate with Professional Development to assist endorsement programs
- Advise administrators regarding personnel certification status to recommend course placement options
- Advise administrators regarding personnel certification status as to recommendation for reappointment
- Communicate certification requirements, including any changes in district, state or federal guidelines, to various stakeholders
- Collaborate with district- and school-based administrators to identify areas of need related to teacher certification in order to provide recommended plans for retention
- Collaborate with management staff on the creation or modification of job descriptions, assist in updating job description files, and prepare related documentation for Board approval
- Update and maintain pay related control records with administrative staff and direct data entry staff of updates that need to be implemented in the district employee data system.
- Assist with annual compensation management activities, including compiling data, preparing reports, updating related system information, and auditing changes for accuracy
- Serve as a liaison to coordinate certification procedures between Human Resources, schools, departments, instructional employees, and the Florida Department of Education
- Analyze applicants' and employees' certification eligibility to ensure compliance with Florida Educator Certification requirement.
- Resolve discrepancies and exceptions on all matters pertaining to teacher certification in personnel systems
- Oversee development and preparation of a variety of certification reports for ongoing customer needs
- Oversee the upkeep of all employee data entry within the employee management system.
- Update and maintain certification records within the District's employee data system
- Collaborate with Professional Development and Human Resources to retain and better assist all instructional staff
- Collaborate and assist to recruit and retain and better assist all HCSD staff
- Collaborate and assist with the selection and implementation of any and all employee management data systems
- Collaborate and assist all instructional, noninstructional, professional technical and administrative paperwork
- Datamine reports from Employee Management Systems and assist with mass updates to personnel
- Assist in the preparation of updates in data sheets for all employees
- Collaborate and assist with the reappointment process and year end roll processes
- Complete Audits of Data, Certification, & Human Resources procedures at our Charter Schools
- Keep the Director of Human Resources and the Coordinator of Human Resources informed of potential issues and unusual events
- Sustain focus and attention
- Perform other duties as assigned by Director of Human Resources and/or designee

Physical Demands:

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull or move objects

Reports to:

Reports directly to the Director of Human Resources and/or designee

Evaluation:

Annual evaluation done by the Director of Human Resources and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category D

Job Code:

77337

Board Approved: 10/25/22

Revised: 10/24/23