

## Job Description

**Job Title:** Coordinator of Teacher Credentialing

**Position Code:**

**Job Classification:** Exempt

**Supervisor:** Supervisor of Employment Services

**Pay Grade:** 42

**Contract Length:** 245 Days

### Job Summary

Position is responsible for performing administrative, consultative, and technical duties to ensure that employees are properly licensed in accordance with regulations adopted by the Virginia Department of Education. Position interprets regulations; orients employees on licensure requirements/procedures; and evaluates credentials to determine licensure eligibility. Coordinates and oversees the approved Virginia Department of Education Micro-credentialing program. Acts as the division liaison and collaborates with colleges and universities to provide classes and coursework as well as serve as a resource for licensure requirements. Develops and implements all licensure communications and training. Manages the division's tuition assistance program.

### Essential Duties

1. Ensures that instructional and administrative school personnel are properly licensed and all licenses are renewed as required by the Virginia Department of Education.
2. Interprets the Virginia Department of Education's regulations and school division policies governing teacher licensure for administrative and school personnel.
3. Orients and counsels employees on requirements and procedures for Virginia teaching licenses.
4. Reviews transcripts and evaluates credentials to determine initial teaching license eligibility and eligibility for adding endorsements.
5. Initiates paperwork to process new teaching licenses, renewals, and changes, reviews completed forms, collects fees, and forwards materials to the Virginia Department of Education for evaluation.
6. Maintains electronic licensure files and records of employees in the school system to include copies of the employee's original and subsequent licenses.
7. Maintains a license renewal database, reviews and approves re-licensure report forms, and generates and distributes periodic communication for completing requirements for renewal.
8. Acts as a liaison between the employee and the Virginia Department of Education regarding licensure regulations and requirements.
9. Will work with the Virginia Department of Education to solidify and oversee a micro-credentialing program for NNPS.
10. Establish and oversee a class or course to assist provisional license holder to prep for the assessments related to licensure.
11. Collaborates with colleges and universities in their education departments to help future teachers with licensure requirements.
12. Create any new programs for licensure related requirements.
13. Conduct training sessions on licensure requirements for teachers and administrators.
14. Monitors licensure status of employees to ensure requirements and timelines are fulfilled and sends reminder notices as necessary.
15. Communicates with principals and other administrators regarding the licensure status of their employees.
16. Responds to questions from employees and the general public on licensure matters.
17. Forwards paperwork to the appropriate Human Resources staff for processing advanced degree salary changes of instructional personnel.
18. Prepares and analyzes various licensure reports as required by the Virginia Department of Education and the school division.
19. Keeps abreast of current licensure regulations, exam information, develops communication materials and distributes to employees as necessary.
20. Maintains and updates forms used for processing licenses.
21. Ensures that licensure information is updated and scanned in appropriate employee records.
22. Assist with set-up and operation of annual department events and job fairs.
23. Lead licensure sessions and review licensure documents at job fairs with candidates.
24. Collaborate with Talent Acquisition Coordinator to help plan and implement New Teacher Welcome Week.

25. Manage the new teacher orientation licensure training induction.
26. Create video training materials and maintain licensure webpage on NNPS website.
27. Manage the division's tuition assistance program including evaluating, recording, and organizing requests for tuition assistance. Creates reports for dispersal of funds to employees approved for reimbursement.
28. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Other Duties**

1. Performs any other related duties as assigned by the supervisor or other appropriate administrators.

### **Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

### **Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a Bachelor's Degree in education, business or a related field. Some experience administering and conducting consultative work involving the evaluation of records and maintenance of detailed recordkeeping is key. Prior licensure administration experience is preferred. Must possess knowledge of, or the ability to accurately and quickly learn, Virginia Department of Education's licensure regulations and procedures. Must possess the ability to interpret and explain licensure regulations; evaluate transcripts/credentials; and determine licensure eligibility. Must possess the ability to prepare and maintain detailed, technical records and reports. Must possess skills in the use and operation of personal computers and associated word processing and database software. Must be proficient in Microsoft Excel, Access and Word. Must possess excellent organizational, interpersonal, and record keeping skills. Must possess excellent interpersonal and communication skills. Must possess the ability to establish and maintain effective working relationships with school applicants, employees, school administrators, the general public, and the Virginia Department of Education.

### **Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal; speak in audible tones so that others may understand, outdoors and on the telephone; physical agility to lift up to 25 pounds to shoulder height; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** None

**Supervision Received:** Supervisor of Employment Services

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Coordinator of Teacher Credentialing will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of Employment Services or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date

10/2021 CR