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OKLAHOMA STATE DEPARTMENT OF EDUCATION
JANET BARRESI
STATE SUPERINTENDENT OF PUBLIC INSTRUCTION

Certification Specialist II (477)

Teacher Certification Section, Hodge Building, Oklahoma City

(Applications will be accepted for this unclassified vacancy until position has been filled)

GENERAL DESCRIPTION

Under general direction serve as a consultant and provide technical assistance to school administrators and teachers in the area of teacher certification; perform related duties as required.

MINIMUM QUALIFICATIONS

- Valid Oklahoma teaching credential

KNOWLEDGE/SKILLS/ABILITIES

- Skill in effective customer service provision.
- General knowledge of the principles of public relations.
- Ability to exercise good judgment in analyzing situations, making decisions, and solving problems; to follow prescribed office procedures, rules and regulations; to handle confidential work with tact and discretion; to demonstrate tact, courtesy and initiative.
- Ability to communicate effectively; to organize and present facts and opinions clearly and concisely; to compose correspondence utilizing proficient written language skills.
- Conscientious commitment and willingness to provide courteous, consistent, efficient service through the performance of the prescribed job duties.
- Knowledge of technology and ability to use it to maximize efficiency and services.
- Ability to keep certification records and personal information confidential.

EXAMPLES OF WORK PERFORMED

- Process applications for teacher certification; evaluate academic transcripts; verify teacher credentials of both Oklahoma and out-of-state applicants for teaching positions in Oklahoma public schools; advise local school administrators on appropriateness of applicants' backgrounds for specific subject-matter area certification.
- Counsel new applicants, teachers, and school administrators on requirements for certification including alternative certification.
- Correspond with teacher applicants, public school and college administrators, faculty, and interested citizens; interpret certification school laws, rules, regulations, and policies of the State Board of Education.
- Represent the department on various committees, teams and commissions of a professional nature at state and national levels; maintain records and prepare reports.

COMPENSATION

Annual Salary - $32,821 Retirement Contribution - 7% of annual salary Insurance (health, life, dental, disability) - $7,691

Additional benefits include 10 paid holidays, 15 days sick leave and 15 days annual leave per year; longevity pay; dependent health, life & dental coverage available for purchase; $25 tax-deferred compensation match available.

Code: 4502 Revised: March 19, 2013

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