



DATE ISSUED: 05/18
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Academic Certification Analyst III

JOB SUMMARY

Performs responsible work associated with helping students achieve teacher or advanced certification in their chosen field, with ensuring that students have met all state requirements for certification, and with conducting academic advising for students in undergraduate and post-baccalaureate programs. Serves as a resource for Educator Preparation Programs (EPP) across campus regarding academic and certification advising. Works with students in an effort to help individuals select, outline and achieve educational developmental goals. Work is performed under minimal supervision and evaluation is based on completion of assigned duties and overall effectiveness. This position is responsible for independently performing confidential duties and non-standardized work. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director of Educator Preparation Services

Supervises: No supervisory responsibilities

ESSENTIAL DUTIES - May include, but not limited to the following:

- Advises COPE students on course prerequisites, certification, curriculum and graduation requirements for undergrads, post-baccalaureate, and graduate students.
- Approving of undergraduate and graduate candidates to register to take a TExES certification exam required for educator certification.
- Verifying students' successful completion of admission requirements for acceptance to the educator preparation program.
- Reviewing a candidate's academic/texting status to ensure all state/program requirements of their target certificate are met prior to recommending them to the State Board for Educator Certification for the issuance of a standard certificate.
- Communicates with school district and other college/university personnel concerning certification requirements, testing, permits, etc.

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- Tracks student progress and provide appropriate interventions and contacts to help students become successful.
- Ability to analyze course prerequisites, certification, curriculum and graduation requirements for undergrads, post-baccalaureate, and graduate students.
- Responsible for verification of student's successful completion of admission requirements for acceptance to teacher education program.
- Responsible for clearance and approval of undergraduate and graduate candidates to register to take a TExES certification exam required for teacher certification.
- Provides TExES test information to provide candidates an overview of test registration related issues, texting updates, test online resources, creating a TEA educator profile and creating an Educator Testing Service (ETS) account.
- Responsible for reviewing a candidates' academic/testing status to ensure all state/program requirements of their target certificate are met prior to recommending them to the State Board for Educator Certification for the issuance of a standard certificate.
- Collecting data about and preparing reports related to undergraduate advising.
- Improving the efficiency of the Office of Educator Preparation Services undergraduate and graduate advising.
- Working collaboratively across academic units to develop and implement practical solutions to complex problems related to advising and certification.
- Understanding the needs of specific student populations and communicating those needs to administrators.

ADDITIONAL DUTIES

- Supports all EPP goals for diversifying the teaching pool in implementation of new initiatives.
- Participates in recruitment, admission, and new student activities.
- Participates in advising activities on regional community college campuses travel required.
- Performs other duties as requested.

EDUCATION

Bachelor's degree in related field required.

EXPERIENCE

Three years in an academic setting required.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Ability to read transcripts, calculate grade point averages and verify information accurately.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions and other outcomes.
- Ability to coordinate work with other employees.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgement based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively orally, by phone, in person and in writing.
- Familiarity with legislation that impacts educators both at state and federal levels.
- Ability to read transcripts, calculate grade point averages and verify information accurately.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions and other outcomes.
- Knowledge of university policies and services regarding admissions, registration, programs of study, etc.
- Knowledge of Texas Coordinating Board rules and regulations.
- Knowledge of the TEA State Board for Educator Certification general provisions.
- Working knowledge of office practices and methods.
- Ability to coordinate work with other employees. Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to represent the department and University in a courteous, and professional manner.
- Ability to use a personal computer and other office equipment, including university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

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The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.

All positions at Texas Woman’s University are deemed security sensitive requiring background checks.

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