

## Sam Houston State University Human Resources

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### Staff Classification Description – Teacher Education Certification Officer

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**Skill Category:** Professional  
**Position (Employee) Class:** 3N398 (E1)  
**Grade:** 12  
**Date:** 11/2014

**Department:** College of Education

**Educational & Experience Requirement:** Bachelor's Degree in related field required. Teacher Certification and Master's degree desirable. Two years experience with records and data, preferably in an educational environment. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Plans, organizes, facilitates and communicates expectations for entry, progress, and completion of initial teacher certification programs and facilitates the certification process for other school professional certifications. Oversees Educator Preparation Program admission with the education advisor, the Practice Certification Examination with the Testing Center, and TExES examinations and certification.

**Supervision Given & Received:** Works under general direction provided by Director of Educator Preparation Services. Supervises student workers and graduate assistants as assigned.

**Primary Responsibilities:** Organizes, reviews, and verifies the academic data of teacher candidates/school professional candidates and other data to maintain records within the State Board for Educator Certification data system used for state and national accountability of educator preparation programs. Utilizes multiple methods of effective communication to convey program/certification expectations to all stakeholders. Approves candidates for state certification (TExES) exams and recommends for certification. As an integral part of Educator Preparation Services, works closely with the education advisor and the Director of the Sam Houston State University Testing Center. Manages and organizes spreadsheets and large quantities of data, and revises pertinent content on website. Performs other related duties as assigned.

**Other Specifications:** Must desire to provide quality service to students and work collaboratively with staff in the College of Education and other departments across the University. Requires the ability to establish congenial work relationships with University students, faculty, and staff, and to effectively delegate tasks to student assistants. Ability to interpret and implement moderately complex policies, exercise discretion, and independent judgment. Proficiency in effective communication of policies and operational procedures with various stakeholders. Position requires considerable judgment, sound reasoning to solve problems, and attention to detail as errors may have ramifications for students, programs, and the University.

**This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.**

**Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.**

**Sam Houston State University is Committed to Equal Opportunity in Employment and Education.**