

Job Description

Job Title: Licensure Analyst

Position Code: 4E12, DE12

Job Classification: Exempt

Supervisor: Supervisor II, Human Resources

Pay Grade: 34

Contract Length: 245 Days

Job Summary

Position is responsible for ensuring that employees are properly licensed in accordance with regulations adopted by the Virginia Department of Education. Position interprets regulations; evaluates credentials to determine licensure eligibility; serves as a consultant to licensed staff and school administrators; orients employees on licensure requirements/procedures; and conducts licensure in-services.

Essential Duties

1. Supervises the teacher licensure program, ensuring that school personnel are properly licensed and that all licenses are renewed as required by the Department of Education.
2. Remains current on and interprets the Department of Education's regulations and school division policies governing licensure for school personnel and HR coordinators.
3. Orients and counsels employees on all aspects of requirements and procedures for Virginia licensure.
4. Reviews transcripts and evaluates credentials to determine initial licensure eligibility and eligibility for adding endorsements.
5. Serves as a consultant to principals, administrators and coordinators regarding staffing and hiring decisions as impacted by teacher licensure status.
6. Communicates with principals and other administrators regarding the licensure status of their employees; conducts in-services at the schools on licensure renewal requirements.
7. Identifies classes needed by Provisional/Conditional licensed teachers to obtain full licensure and works with Staff Development to secure contract classes through local universities.
8. Ensures that inquiries from employees and the general public on licensure requirements are handled in a quick, equitable and courteous manner.
9. Assists with the leadership and coordination of human resources events/programs to include new teacher orientation, transfer fair, job fairs and student teacher receptions.
10. Initiates paperwork to process new licenses, renewals, and changes; reviews completed forms; collects fees; and inputs data to the Department of Education website for approval of renewals..
11. Supervises maintenance of licensure files and records of employees in the school system to include copies of the employee's original license.
12. Maintains a computerized license renewal database; posts relicensure points; and generates and distributes an annual individualized status report to each license holder.
13. Monitors licensure status of employees to ensure that requirements and timelines are fulfilled and sends reminder notices as necessary.
14. Notifies the Supervisor II (Human Resources) of employees who have not met licensure requirements so that further action may be taken.
15. Verifies conferral of advanced degrees for instructional personnel and forwards paperwork to the appropriate human resources staff for processing salary changes.
16. Prepares various licensure reports as required by the Department of Education and the school division.
17. Procures licensure regulation books and exam information and distributes to employees as necessary.
18. Maintains and updates forms used for processing licenses.
19. Models nondiscriminatory practices in all activities.

Other Duties

1. Performs any other related duties as assigned by the Supervisor II (Human Resources) 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 related field and experience in technical work involving detailed recordkeeping; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. Must possess thorough knowledge of Virginia Department of Education's teacher licensure regulations and processes. 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 Access and Word. Must possess excellent organizational, interpersonal, and record keeping skills. Must possess the ability to establish and maintain effective working relationships with school employees, the general public, and State Department personnel.

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: Office Assistant (Licensure)

Supervision Received: Supervisor II, Human Resources

This job description in no way states or implies that these are the only duties to be performed by this employee. The Licensure Analyst will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor 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: _____
Supervisor Date

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

Employee Name (Print) Signature Date