



DATE ISSUED: 08/08
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Academic Certification Analyst II

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 COPE faculty and other academic units regarding academic and certification advising. Works with students in an effort to help individuals select, outline and achieve educational and 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 Student Support Services

Supervises: No supervisory responsibilities

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

Counsels undergraduate, post-baccalaureate and graduate students on certification requirements and procedures.

Communicates and interprets state regulations and standards for educators.

Conducts academic advising for COPE students from their freshman year through graduation. Evaluates transcripts, prepares degree plans and recommends course substitutions, as needed.

Conducts audits for students nearing graduation.

Provides accurate information to undergraduate and graduate students/prospective students about completion of degree requirements, academic standards, and support systems available at TWU.

Examines transcripts to create deficiency plans for individuals holding a bachelor's degree or higher who seek elementary, secondary or all-level certification.

Creates plans from evaluations performed in other departments.
Analyzes TSI compliance and recommends ways to meet readiness requirements.
Assists students in understanding state and university rules to graduate in a timely manner.
Recommends undergraduates/graduates who complete degree and certification programs for Texas certificates through the State Board for Educator Certification.
Responds to inquiries regarding departmental policies and certification issues, by phone and in person.
Assists with administration of the College of Professional Education's off-campus academic program partnerships, including providing support for admission and registration of students.
Advises students as needed.
Composes correspondence (including emails) to students, faculty, staff and school district personnel.
Verifies students' eligibility to take state exams and posts approvals.
Administers TExES qualifying examinations.
Assists in conducting advising activities during Freshman and Transfer Orientations, Freshman Forums and TWU Open Houses.
Supports retention efforts and promotes working relationships with students, staff and faculty.
Guides students in using university resources.
Verifies former students' completion of preparation programs for certification boards of other states.
Assists in data collection and preparation of accountability reports for the State Board of Certification and other state agencies.
Helps manage data and maintain databases to track progress of graduate and undergraduate students seeking certification.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

Bachelor's degree in related field required.

EXPERIENCE

Two 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:

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 communicate effectively orally, by phone, in person, and in writing.
Ability to represent the department and University in a courteous, and professional manner.
Ability to sit, reach, sort, file, type, write by hand, operate a personal computer and perform data entry while performing essential functions.
Ability to operate essential computer/office equipment that is necessary to perform the functions of this job.

PHYSICAL DEMANDS

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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; clean; sit; sort; hold; squat; stoop; stand; twist the body; walk; and write walk; use hands to finger; handle, or feel objects, tools or controls; reach with hands and arms; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25+ pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye. May be required to sit for long periods of time.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. The employee may be required to travel.

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SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

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:** _____

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, sex, sexual orientation, or 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.