DRURY UNIVERSITY JOB DESCRIPTION

JOB TITLE: Certification Officer/Assessment Coordinator  DEPARTMENT: Education

DATE: May 1, 2016  SCHEDULE: Regular, Full-time, 12 months, M-F, 8 a.m.-5 p.m.

REPORTING SUPERVISOR: Dean, School of Education  FLSA: Non-exempt  IPEDS: 43

JOB FUNCTION:
Provides administrative support for the Director of the School of Education and Child Development and for faculty in the School of Education and Child Development. Works with the Dean for compliance in managing data for the Department of Elementary and Secondary Education for teacher certification, program reports, Annual Performance Reports and Educator Preparation Program reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
This job description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Employees may be required to perform other job-related instructions as requested by the supervisor, subject to reasonable accommodation.

<table>
<thead>
<tr>
<th>Percentage of Time</th>
<th>Frequency</th>
<th>Description</th>
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<tbody>
<tr>
<td>1. 25%</td>
<td>Ongoing</td>
<td>Provides administrative support for the Teacher Education Program.</td>
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<tr>
<td>2. 25%</td>
<td>Ongoing</td>
<td>Helps keep track of data for Admission to Teacher Education and all Assessment data for the unit. Works with students to complete admission requirements to the program and for student teaching including Family Care Safety Registry and other admissions paperwork. Submit candidates to the Missouri Department of Elementary and Secondary Education for certification once they are program completers.</td>
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| 3. 20%            | Monthly   | Prepares monthly spreadsheets for Teacher Education Council meetings. Monitors and prepares reports for the following exams:
Missouri General Education Assessment (MoGEA)
Missouri Educator Profile (MEP)
Missouri Professional Teaching Assessment (MoPTA)
Missouri Content Assessments
Overall GPA of our students
Content area GPA of our students |
| 4. 25%            | Ongoing   | Works with Foliotek to make sure student data is uploaded and evaluated. Receives and keeps track of monthly assessment data from students including: MOGEA, MEP, Missouri Content Assessments, and MOPTA |
| 5. 5%             | Annually  | Assist the Dean in developing and maintaining an electronic database of annual and special reports, including the Annual AACTE PEDS Assessment Report, and the annual CAEP Report. Additionally provides support with the electronic Institutional Report for CAEP and DESE accreditation. |

MINIMUM KNOWLEDGE SKILLS AND ABILITIES REQUIRED:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. All job requirements listed indicate the minimum knowledge, skills, and/or ability deemed necessary to perform the job proficiently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Bachelor’s degree, Master’s degree preferred, and one to three years related experience; or equivalent combination of education and experience.
2. Ability to use a PC computer, and related software, specifically Microsoft Office.
3. Must be ethical in all record matters and policy application and highly receptive to vision and change. The ability to communicate effectively both verbally and in writing, to think clearly and organize responses to problems is essential to this position.
4. Ability to relate well to co-workers, faculty, staff and Teacher Education Council. Excellent interpersonal skills requiring ordinary courtesy and tact are necessary to communicate effectively with callers, students, visitors, faculty, staff and Teacher Education Council to provide information.

6. Ability to have neat professional appearance for greeting students, faculty and campus visitors.

7. Ability to handle stressful situations in a calm, orderly, and accurate manner, to complete work on time and to deal with the public.

8. Ability to sit and stand for long periods of time processing data for students.

9. Ability to work independently in order to organize and prioritize workload.

10. Analytical skills are necessary for maintaining student records, evaluating transcripts, computing grade point averages and preparing reports.

11. Ability to use a copy machine.

12. Ability to read and write for proofreading and performing punctuation, grammar and spelling edits.

13. Ability to use a calculator for performing arithmetic calculations for GPA and other data management.

14. Ability to key data accurately in order to utilize software and respond to workload.

15. Ability to teach others in order to instruct students workers and co-workers as necessary.

16. Algebraic skills are necessary for thinking logically in problem solving.

17. Ability to be discreet for maintaining the confidentiality of files.

18. Ability to counsel with students of admission outline and state requirements for Teacher Education.

19. Ability to concentrate and attention to detail are necessary in order to have accurate data and to maintain records.

WORK CONDITIONS:

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. The noise level in the work environment is usually quiet.

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 accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop or kneel. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

Z:JOB DESCRIPTIONS/STAFF/EDUCATION/Certification Officer/Assessment Coordinator jd 5-1-16 cdp