

LICENSURE ANALYST

GENERAL RESPONSIBILITIES

The position is responsible for serving as a liaison between the Virginia Department of Education (VDOE) and the Virginia Beach City Public Schools. Translate VDOE regulations to employees and the public at large. Administer regulations and related licensure duties to employees and the public at large. Supervise Licensure Associate in assigned duties. Analyze and pre-approve credentials for prospective administrative/instructional/clinical services applicants. Secure initial licenses and added endorsements for administrative/instructional/clinical services. Maintain documentation of all VDOE regulation changes in licensure reference library. Provide counsel on advanced degrees in education for administrative/instructional/and clinical services for employees and public at large. Coordinate with Staff Development, Instructional Services Departments for new endorsement/curriculum area requirements.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Analyze credentials of prospective administrative/instructional/clinical services employees.
- Review course syllabus for approval for added endorsements -instructional, administrative, and clinical services. Confer with colleges/universities on coordination of program requirements vs. VDOE requirements for employees seeking added endorsement areas.
- Assign licensure duties to Licensure Assistant, advises assistant of changes in procedures from college/universities in area of special education, VDOE licensure regulation changes.
- Procure college/university program information, Educational Testing Services exam information for employees/public; distributes as necessary.
- Approve advanced degree supplements, process fees, transcripts, college verification forms and other paperwork necessary to elevate license, add endorsements, degrees, renew licenses, change names, delete endorsements, downgrade license.
- Career counsels employees/public in routes to obtaining other endorsements or second careers in education. Advise foreign applicants on routes to VA licensure.
- Notify HR specialists, principals of unendorsed staffing changes and subsequent actions.
- Confer with Instructional staffing specialists/directors for contract and licensure procedures on new Curriculum areas (gifted, computer resource, etc).
- Meet with Instructional staffing specialists on allocation changes to ensure there are no assignment conflicts. Renew licenses for all multiple action license requests, i.e., license holder needs to renew and add masters degree, add/evaluate endorsement, name change, etc.

- Process all changes on FoxPro system for each licensure case (fees, tracking information).
- Run a report for all schools on updated licensure changes twice a year -reports for principals for SACS accreditation.
- Meet with Staffing Specialists, Director, Assistant Superintendent, Superintendent's staff for recruitment on problem cases -unendorsed teachers, teachers being terminated due to licensure deficiencies etc.
- Keep abreast of Virginia Code and Laws and General Assembly changes as they change; attend regional licensure meetings; and attend VBCPS HR functions i.e.- new teacher orientation, recruitment fairs, contract signings.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of the full licensure circle, including renewal procedures and policies; thorough knowledge of Virginia Department of Education's licensure requirements and processes; general knowledge of the philosophies, principles and practices of public personnel administration; ability to present ideas effectively, either orally or in written form; ability to establish and maintain effective working relationships with school officials, supervisors and associates; ability to prepare and maintain detailed and technical records; ability to research, collect, organize and analyze data, and to prepare technical reports and recommendations; ability to type, operate computers and other office equipment.

EDUCATION AND EXPERIENCE

High School Diploma. Experience in staff development or personnel administration. Must have practical experience in analyzing transcripts or records. College course work and courses in computer applications.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

None.

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

SPECIAL REQUIREMENT

Possession of a valid driver's license.

FLSA status: Non-exempt	Description: Rev. 6/00
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