



LICENSURE ANALYST

GENERAL RESPONSIBILITIES

Under the leadership of the Director of Employment Services and the assigned Human Resources Specialist, the position is responsible for serving as a liaison between the Virginia Department of Education (VDOE) and the Virginia Beach City Public Schools to assist employees with securing initial licenses and renewals. Translate VDOE regulations to employees and the public at large.

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.)

- Secure initial licenses and added endorsements for administrative/instructional/clinical services.
- Interpret regulations and evaluate credentials to determine eligibility for initial license, adding endorsements and other license requests.
- Provide counsel on advanced degrees in education for administrative/instructional/and clinical services for employees.
- Coordinate with the staffing specialists, the Office of Professional Growth and Innovation and the Department of Teaching and Learning for new curriculum/endorsement area and cohort requirements.
- Analyze credentials of prospective administrative/instructional/clinical services employees.
- Screen new certified applications for eligibility in all endorsement areas utilizing the Applicant Tracking System.
- 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.
- Maintain and update the Human Resources Information System (HRIS) to track licensed staff status for renewal as well as unlicensed, unendorsed, and provisionally licensed employees.
- Enter license renewal information to the VDOE website for license renewal.
- Review transcript to determine eligibility for employee to receive an advance degree supplement.
- Process fees, transcripts, college verification forms and other paperwork necessary to elevate license, add endorsements, degrees, renew licenses, change names, or downgrade license.
- Serve as subject matter experts to employees/public in routes to obtaining license, add endorsements or pursue second careers in education.
- Advise foreign applicants on routes to VA licensure.
- Verify employees are properly licensed or endorsed to teach in accordance with regulations adopted by the VDOE.
- 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).
- Renew licenses for all multiple action license requests, i.e., license holder needs to renew and add master's degree, add/evaluate endorsement, name change, etc.
- Provide information regarding unendorsed teachers, teachers terminated due to licensure deficiencies etc.
- Keep abreast of Virginia Code and Laws as well as General Assembly changes; advise the assigned supervisor of the impact on licensed staff or the license process.
- 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 policies and procedures; thorough knowledge of Virginia Department of Education's licensure requirements and processes; 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 create, manage, and maintain detailed electronic records; ability to research, collect, organize, and analyze data, and to prepare technical reports and recommendations. Critical thinking. Positive and courteous attitude with excellent Customer Service skills; the ability to articulate responses to customer inquiries. Enter and extract data from Human Resources Information System (HRIS) and Document Imaging systems.



EDUCATION AND EXPERIENCE

Required:

Must have practical experience in analyzing transcripts or records.
Computer knowledge and proficiency in its use.

Preferred:

Associates Degree or higher.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, grasping, fingering, repetitive motion, and reaching. Occasional walking, standing, bending, stooping, balancing, and crouching. Ability to lift up to 20 pounds occasionally. Requires timely and regular adherence to established work schedules.

SPECIAL REQUIREMENT

Possession of a valid driver's license.
Regular and reliable attendance is an essential function of this position.

FLSA status: Non-exempt	Description:Reviewed: 3/19, 7/20
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