Certification Officer

The Certification Officer for the Teacher Education Program is responsible for organizing and supervising the Teacher Certification office functions and for recording and tracking the progress of each student who is working toward teacher certification at the College.

**Essential Responsibilities:**

Certification
- Assist teachers who seek re-certification or endorsements.
- Assist the public with information regarding certification programs at BSC.
- Evaluate transcripts of graduates and potential students who seek certification
- Prepare material regarding certification for student and faculty advising.
- Conduct information sessions for students interested in certification and seminars for student teaching interns.
- Maintain certification forms and keep faculty and students updated on relevant changes to certification.
- Complete and submit certification applications to ALSDE.

Accreditation
- Generate reports for state and national accrediting agencies and professional associations including ALSDE, AACTE, CAEP (formerly NCATE), about teacher education, certification and follow-up studies.
- Coordinate and facilitate correspondence with accrediting agencies
- Collect and maintain data required by accrediting agencies, such as course syllabi.
- Correspond with the ALSDE.
- Attend meetings and training essential to accreditation and certification

CAEP Coordination
- Assist with the transition from NCATE accreditation to CAEP accreditation
- Generate annual reports and documents for continuing national accreditation review
- Provide faculty/administrative updates regarding changes in CAEP policy and standards
- Monitor and update the department assessment system to ensure compliance with CAEP and ALSDE standards

Teacher Education Program Support
- Maintain accurate student records
- Monitor students’ progress throughout the teacher education program.
- Notify students of teacher education program status.

General Office Responsibilities
- Prepare Education Department newsletter and assist with production of Policies and Procedures Manual
- Prepare course evaluation packets for education courses
- Handle mail, telephone communications, and provide limited clerical support to the department.
- Monitor the budget; track and reconcile online purchase card statements and
departmental account. Submit monthly purchase card report with accurate account allocations.

- Maintain employment records of student assistants in the department and assist with training and supervision of student assistants.
- Act as recording secretary for Norton Board Education Advisory Committee meetings
- Coordinate Honors Day for the department

Clinical Practice Coordination
- Coordinate school/community/engaged learning partnerships
- Solicit and maintain a cadre of supervision-eligible teachers and school sites.
- Coordinate experiences within and across school terms.
- Maintain a database of student experiences including all evaluation data.
- Consolidate and organize data collected through various assessments; provide data to the faculty to use in program improvement and to meet national and state requirements.

Education/Experience
Bachelor’s degree in education is required. Teaching experience is preferred. The ideal candidate will be skilled in database management specifically in the area of biographical and financial database management. Excellent organizational and communication skills as well as the ability to handle multiple tasks are required to be successful in this position. The candidate must also be proficient in spreadsheet and word processing applications, especially Microsoft Office applications. Some travel is required to attend seminars/conferences.

Birmingham-Southern College is a selective liberal arts college consistently recognized for its academic quality. Affiliated with the United Methodist Church, BSC is a four-year, private institution. The College currently enrolls approximately 1,300 undergraduate students, is included in Pope's 40 Colleges that Change Lives, and is a sheltering institution for Phi Beta Kappa. For more on the College's faculty, students, educational mission, and national reputation, visit [www.bsc.edu](http://www.bsc.edu).

BSC is located just minutes from downtown Birmingham, the largest city in Alabama and a leading hub for banking and medical research in the Southeast. There are six higher education institutions within a short commute; a symphony; a ballet; the largest art museum in the Southeast; and annual art, music, and film festivals--as well as numerous opportunities for outdoor adventure activities.

Qualified applicants should submit an [Application for Employment](mailto:humanresources@bsc.edu), resume, and contact information for three professional references to: humanresources@bsc.edu. BSC complies with the Alabama Child Protection Act of 1999 and E-Verify. EOE.