

## **Licensure and Certification Coordinator**

### **Department of Teacher Education and Leadership**

**POSITION SUMMARY:** This position is responsible for student eligibility for field placements, student licensure applications for Praxis II candidates, and compiling and maintaining field placements for students.

#### **ESSENTIAL FUNCTIONS:**

- Certifying student eligibility and maintaining records for the Teacher Education Program—maintain accurate records for students applying to the TEP, including calculating GPA's overall and in area of major, confirming passing scores on Praxis I, ACT/SAT scores, WPE and hours completed.
- Entering licensure applications and maintaining licensure and Praxis II records for all eligible licensure candidates within the Department of Teacher Education and Leadership-- will require training for use of the Electronic Licensure Management System with the Mississippi Department of Education.
- Compiling and maintaining field placements, accompanying materials, agreements, and requests with school districts for the Office of Field Experiences and Department of Teacher Education. Entry of all field experience placements into the TEL's Electronic Assessment System, MECCA, and ETS etc.

#### **OTHER RESPONSIBILITIES:**

- Data Collection, Entry, Analysis, and Reporting
- Meeting and material preparations
- Work with students, cooperating teachers, school districts, and university supervisors

#### **DESIRED QUALIFICATIONS:**

- Bachelor's degree
- Working knowledge of Microsoft Office software
- Ability to learn new computer software
- Excellent interpersonal communication skills
- Detail oriented

**Reports to:** Department Chair, Teacher Education and Leadership

**FLSA STATS:** Non-exempt