Job Title: Certification and Data Management Specialist   **Position Status: Full-time / 40 hours**

Department: College of Education and Human Development   Reports To: Dean

SUMMARY

This position is responsible for recommending candidates to the Michigan Department of Education for teacher certification, monitors State policies and legislation regarding teaching certification, oversees matriculation and intake consultations in the Division of Education, and assists with data management, the completion and submission of reports required by the State and Federal government regarding teacher education, including Title II and national accreditation.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Recommends candidates to the Michigan Department of Education for initial teacher, career and technical, and administrator certification, teachers for additional endorsements for teaching certificates, and teachers for Special Education Personnel approval.
2. Monitors Michigan Department of Education policies and State legislation regarding teacher certification in Michigan by attending State meetings and other required professional training meetings.
3. Assists with data entry and prepares and submits reports by the State and Federal government regarding teacher education, including Title II, national accreditation and Content Program Reviews (CPR).
4. Provides information to out-of-state teachers seeking teacher certification in Michigan.
5. Provides guidance and academic planning for candidates seeking Career and Technical education certification or additional endorsements and monitors their requirements for certification.
6. Provides guidance and academic planning for student teachers and current teachers about maintaining their teacher certification throughout their career and about adding additional endorsements to their certificates.
7. Audits files for students applying for student teaching and monitors their courses and GPA.
8. Oversees the matriculation process for Education students in collaboration with the Dean.
9. Meets with and develops plans of study for prospective students interested in programs available in Education. Creates and maintains department information sheets, revising as needed.
10. Collaborates with dean and chairs to oversee the college open house, advising nights, and annual student development events for prospective and current students.
11. Conducts professional development for advisors in the Division of Education and collaborates with the Dean to assign faculty advisors to students.
12. Provides information and data on teacher certification to the content area faculty liaisons.
13. Updates Teacher Education transfer guides for other colleges in collaboration with the Registrar's Office.
14. Provides statistical information on Michigan Tests for Teacher Certification exams scores to faculty and CPR coordinator, and submits verification of MTTC examinees to Pearson Testing.
15. Assists with development, management, and maintenance of statistical and annual reports, forms and data management systems dashboards.
16. Assist in the training and support to faculty and staff on the use of department data management systems.
17. Attends and contributes to college, faculty and committee meetings.
18. Other duties as assigned.

QUALIFICATIONS: The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Must have a valid driver's license and a commercially insurable driving record. May be required to work outside of normal working hours. Travel may be required, evening and weekend hours expected.

EDUCATION AND EXPERIENCE:

Bachelor's degree in a liberal arts area or teacher education, master's degree in Counseling and Guidance or related area preferred plus five years' experience. Interpersonal skills, organizational and communication skills, and the ability to read and comprehend technical information is essential. Computer skills in the area of data management a high priority. Experience with K-12 education highly desirable. Working knowledge of Microsoft Office and Data Management Systems (such as FileMakerPro and Tevera).

TO APPLY:
Current employees: Complete the internal application on **MY Portal >Employee Resources>Human Resources**

External candidates:
1) Complete the **application on our website www.Madonna.edu>Employment>APPLY NOW**
2) Email and attach a **letter of intent** and **resume/CV** to **employment@madonna.edu**

MADONNA UNIVERSITY: A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.