Jurisdictional Class: Competitive
EEO Category: Professionals
Revised: 07/09/2026

REGIONAL CERTIFICATON OFFICER

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class performs coordination tasks managing the regional licensing/certification of professional educators. The incumbent provides information and assistance in requirements for teaching certification. Under the general supervision of the Assistant Director of Personnel or another designated supervisor, the incumbent in this class is responsible for the day-to-day operation of the Regional Certification Office, which functions as an arm of the New York State Education Department's Office of Teaching Initiatives. The incumbent provides information and assistance to administrators of component school districts and the public on matters of certification. The incumbent is expected to work independently and to carry assignments through to completion. Supervision may be exercised over clerical and secretarial support staff, as required. The incumbent performs related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Responsible for input, tracking and changes to all BOCES salaries, utilizing the payroll system;
Uses computer applications such as spreadsheets, word processing, and e-mail in performing work assignments;
Evaluates credentials, e.g., transcripts, for specific certificates and advises on additional coursework required for certification;
Conducts a thorough, accurate and timely evaluation of applicant's teacher certification application and credentials in accordance with applicable laws, regulations, policies and procedures to determine whether the application and supporting credentialing documentation as provided by the applicant, meets the certification requirements;
Completes evaluations for teacher certification-related applications, including: teaching assistant certificates and coaching licenses (temporary and professional);
Acts as liaison between component school districts and the New York State Education Department's Office of Teaching Initiatives;
Reviews required paperwork for completeness and sends to the Office of Teaching Initiatives with recommendation as to certification to expedite the process;
Arranges periodic information meetings with component school district administrators and State representatives to advise them of any changes in requirements for certification, develops and distributes materials for these meetings;
Maintains extensive contact with component school district administrators to advise them of any certification issues within their districts;
Responsible for creating and tracking all probationary and tenure appointments;
Tracks professional development hours for certification and salary credit;
Submits a monthly certification report to the Office of Teaching.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the general organization and function of a BOCES and the organizational mission of a Human Resources Department; good knowledge of the principles and practices of office management; ability to use computer applications, such as, spreadsheets, word processing and e-mail software; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with others; ability to maintain confidentiality; initiative; good judgment; tact; and resourcefulness.

MINIMUM QUALIFICATIONS: Either:

(A) Possession of Master's Degree in Business, Counseling, Education, Human Resources, Public Administration, Student Personnel Administration, or closely related field; **OR**

(B) Possession of Bachelor's Degree in Business, Counseling, Education, Human Resources, Public Administration, Student Personnel Administration, or closely related field **AND** one (1) year of experience involving administrative, training and/or technical functions in an automated systems environment; **OR**

(C) Possession of Associate's Degree in Business, Counseling, Education, Human Resources, Public Administration, Student Personnel Administration, or closely related field **AND** three (3) years of experience involving administrative, training and/or technical functions in an automated systems environment.

(D) Graduation from High School or possession of high school equivalency diploma **AND** five (5) years of experience involving administrative, training, and/or technical functions in an automated systems environment

NOTES:

1. Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at http://www.cs.ny.gov/jobseeker/degrees.cfm. Candidates will be required to pay the evaluation fee.
2. Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

Adopted: 04/08/2009
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