

Mission: R.S.U. No. 67 strives to provide a safe, caring, supportive educational environment which empowers all individuals to fulfill their unique potential as lifelong learners and to become responsible, contributing citizens in an ever-changing global society.

**R.S.U. No. 67
Chester, Lincoln, Mattawamkeag
Job Description**

Title: Certification Chairperson

Qualifications: Must hold current, State of Maine teacher certification

Reports to: Director of Curriculum and Academic Achievement

Job Goal: To help teachers with provisional, targeted needs, and conditional certificates move to a professional certificate; serve as the official representative of the Certification Support System; and help educational technicians maintain certification.

Responsibilities: The Certification Chairperson shall:

- Coordinate the setting of Certification Team meeting dates and times;
- Provide orientation and training for CSS team members;
- Set monthly meeting agendas;
- Facilitate monthly meetings;
- Keep minutes of all meetings and share with members of CSS;
- Notify members of meetings and disseminate other necessary information;
- Communicate with the State of Maine Department of Education and other necessary parties, as needed;
- Officially respond to TAPs and applications for certification action, with the advisement of the Certification Team;
- Ensure staff access (electronically and in hard copy) to this CSS plan and associated documents/forms;
- Act as the contact person for all Certification Team members, as well as Teacher Induction Program Advisory Council members;
- Act as the official spokesperson for the district in regard to certification issues;
- Delegate responsibilities to Certification Team and Teacher Induction Program Advisory Council, as appropriate;
- Report progress, recommendations, and concerns to the Superintendent periodically.
- Maintain up to date records related to certification of staff;
- Respond to staff requests for work-related study leading towards certification;
- Respond to staff requests for requests for coursework related to recertification; and
- Conduct an annual review of the CSS program through surveys.

Work Schedule: This is a year-round position

Evaluation: Evaluations will be performed on an annual basis by the Director of Curriculum and Academic Achievement.

Adopted: September 17, 2014