

Class Concept

This is specialized and consultative work in the determination of licensure for education professionals staffing public, charter, and non-public schools in North Carolina. Employees performing work are staffed to the Licensure Section in the Department of Public Instruction. Employees provide technical assistance to local education agencies; college and university faculty, staff and students; public, charter, and non-public school employees and the general public on licensure issues. Employees are responsible for the licensure process that involves determining the level of licensure, outlining or planning an official course of action for individual licensure programs, and deciding the appropriate application of experience for salary purposes. Work is performed with a high degree of independence, and is reviewed through conferences with the immediate supervisor and/or the Section Chief for adherence to established division policies and program objectives outlined by State statutes and the State Board of Education.

Recruitment Standards

Knowledge, Skills, and Abilities

- General knowledge of the structure of the public, charter, and non-public school systems and local education agency assignment needs.
- Substantial knowledge of licensure programs and college and university programs of academic study.
- Ability to analyze information from a variety of sources and make sound judgments based on a set of established criteria.
- Ability to communicate clearly and effectively in oral and written form.
- Ability to establish and maintain effective working relationships.
- Ability to efficiently operate Windows-based applications and licensure systems.
- Ability to interpret rules, public school law, educational policies concerning all aspects of professional educator licensure.
- Ability to work under constant and continuous production related pressure.

Minimum Education and Experience

Bachelor's degree from an appropriately accredited institution with major course work emphasis in education, public administration, or other related management fields and one year of professional level program administrative experience; or an equivalent combination of education and experience.