

Founded in 1927, Austin Peay State University is a comprehensive, state-assisted university with an enrollment of approximately 9,000 students. APSU was named in honor of the late Tennessee Governor Austin Peay, who served from 1923–1927.

With a main campus in Clarksville, Tenn. and a satellite campus on post at Fort Campbell, Ky., APSU is one of 47 universities, community colleges and technology centers in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The University offers a full range of academic programs at the associate, baccalaureate and master's degree levels in the arts, sciences, business and selected professional programs. APSU offers 13 online degree programs and hundreds of Web-based classes. Among APSU's many points of distinction are its outstanding programs in the sciences, two centers of excellence in the creative arts and field biology and four chairs of excellence in the creative arts, business, free enterprise and nursing.

An integral part of Clarksville, a rapidly growing city of more than 100,000 located 45 minutes northwest of Nashville, the University led the state in enrollment growth in recent years. Since 2000, Austin Peay has renovated and erected numerous top-of-the-line facilities on its 160-acre main. Of the universities offering classes on post at Fort Campbell, only APSU has been given permission to construct its own building. The University enrolls more students at the Fort Campbell Center than the other five institutions combined.

**Coordinator, Teacher Licensure
School of Education
Regular, Full-Time Position
Position Number 397010**

General Description

The Coordinator works under general supervision of the Director of the School of Education and performs duties related to teacher education and certification.

Primary Duties and Responsibilities

- Analyze teacher candidates/ eligibility for licensure.
- Collaborate with local school systems to monitor candidates on alternative licensures.
- Interpret state regulations for teacher certification.
- Correspond with State Departments of Education concerning licensure issues.
- Verify licensure paperwork to be sent to local schools and to the State Departments of Education.
- Serve as ex-officio member and recorder on the Education Screening/Appeals Committee and the Council for Teacher Education.
- Prepare and deliver information on requirements for teacher education admission and teacher certification to education classes.
- Prepare annual reports for Tennessee Board of Regents, THEC, AACTE, and NCATE.
- Supervise work of Certification Analyst 1.
- Perform other job-related duties as assigned.

Essential Functions

- Ability to effectively use a personal computer and associated software.
- Ability to use Sungard SCT Banner/SIS system.
- Ability to interpret state and APSU regulations for licensure of teachers.
- Ability to communicate effectively.
- Ability to maintain confidentiality.
- Ability to accurately prepare national and state records and reports.
- Ability to interact in an effective and appropriate manner with diverse populations, the University community and the public.
- Ability to demonstrate a high level of organizational skills.

Required Minimum Qualifications

- Bachelor's degree in education or related field.
- Three years of related experience.
- A background check will be required of the successful applicant.

Additional Preferred Qualifications

- Knowledge of Banner, FileMaker Pro and VAX Datatrieve system.

IT IS A CLASS A MISDEMEANOR TO MISREPRESENT ACADEMIC CREDENTIALS