

**Job Description**  
**Coordinator for Teacher Education Admission and Licensure**

The Coordinator for Teacher Education Admission and Licensure serves as the liaison to the Tennessee State Department of Education for the College of Education. Duties performed in this position are as follows:

Evaluate transcripts of individuals seeking teacher licensure or additional endorsements in other licensure areas.

Serve as information resource person for local education agencies regarding licensure issues.

Evaluate transcripts for school systems seeking to hire individuals on a Transitional License.

Evaluate and develop programs of study for the Transitional Licensure hires.

Serve as the Title II Coordinator for the College of Education – duties include compiling lists of completers, verifying with the federal website and resolving discrepancies. This includes two reports, one for traditional completers and one for alternative route completers.

Process applications for admission to the professional teacher education program – duties include clearing students through the Banner system and verifying admission by correspondence.

Process licensure applications for new graduates, individuals completing masters programs and individuals completing additional endorsements.

Assist faculty and graduate assists concerning advising questions regarding substitutions and transfer credit.

Serve in co-supervisory for graduate assistants

Assist with freshman and transfer registration.

Prepare special requests for committee action as well as serve as ex-officio to committee.

Serve as ex-officio for College of Education Appeals Committee.