

Texas Music Teachers Association
Job Description
Revised April 2019

TMTA CERTIFICATION DIRECTOR

The TMTA Certification Director should also follow the job description set forth for TMTA Directors

1. Promote the MTNA Certification program within the state of Texas.
2. Answer any questions regarding the certification process.
3. Recruit candidates for certification.
4. Secure mentors for candidates when requested.
5. Make arrangements for administering the exams.
6. Encourage NCTM renewal.
7. Proof publications for correct NCTM's after teachers' names.
8. Submit articles to the TMTA President for the Fall and Spring issue of the *TMT*.
9. Submit a certification session proposal on the TMTA website by the appropriate deadline.
10. Coordinate with the TMTA President-Elect and Office Manager about plans for the Certification Reception during the state convention.
11. Recognize all newly certified teachers at the TMTA Convention along with the "Pinning Ceremony" which will be held during a General Assembly.
12. Present a written report to the TMTA President by the given deadline prior to the TMTA Convention and June Board meeting.