

CREDENTIALS TECHNICIAN

DEFINITION

Under the direction of the Assistant Superintendent of Personnel Services, assist in planning, coordinating, and delivering personnel services as it relates to certificated employees.

CLASS CHARACTERISTICS

The Credentials Technician performs paraprofessional level work in support of the District's personnel program. Position(s) in this class consist of specialized clerical and technical functions with moderate direction. In addition, this position is services-oriented and works directly with a variety of groups on a daily basis.

ESSENTIAL FUNCTIONS

Evaluate certificated job applications and credentials to determine appropriate placement on the salary schedule; evaluate college transcripts to determine eligibility for credentials; communicate with District employees, State, and County offices the acquisition, expiration, and status of teaching credentials; provide specialized information and assistance to teachers, teacher applicants and substitutes regarding certificated employment, salary placement and credentials; process and input employment changes for certificated personnel on database systems and personnel files; process and apply for credentials, emergency permits, variable-term waivers and renewals to the Commission on Teacher Credentialing; interpret, apply, and explain procedures and assist employees completing forms and documents related to credentialing; notify teachers and administrators personnel matters such as changes in salary and reclassification; prepare employment contracts and supporting materials for new hire orientation; monitor and communicate credential renewals and professional growth requirements to employees; maintain certificated rosters; answer questions and provide information to personnel and the general public regarding a variety of personnel matters and District procedures, policies, and practices; interpret contract agreements as necessary; accurately compose and send a variety of relevant written correspondence; accurately perform basic arithmetical calculations; securely handle private/confidentiality; review a variety of documents to ensure completeness and accuracy; attend workshops, conferences and other meetings; operate modern office equipment; maintain current knowledge of laws, regulations and policies related to specialized area; create and order relevant forms; assist and complete necessary employment forms for processing new employees for credentialing, pre-employment physicals, TB tests, fingerprints, references, etc; provide other relevant duties as assigned.

REQUIRED QUALIFICATIONS

Knowledge of:

State of California credential requirements and processing desirable;
Laws, rules, regulation involved in processing certificated personnel desirable;
Principles and practices of public personnel administration;
Modern office practices, procedures and equipment;
Record-keeping techniques;
Oral and written communication;
Basic mathematical principles.

Ability to:

Perform specialized and technical duties related to credential requirements for District employees;
Learn laws, rules, and procedures involved in processing certificated personnel;
Learn and use information systems and applications as needed;
Assure that job applicants and employees possess, obtain and maintain credentials;
Communicate effectively both orally and in writing;
Work confidentially;
Analyze situation accurately and adopt an effective course of action;
Work independently with little direction;
Plan and organize work;
Establish and maintain service-oriented and effective working relationships with others;
Maintain work pace appropriate to given work load;
Propose and implement creative cost-effective solutions to problems in personnel area;
Implement oral and written direction;
Work in an environment where frequent and unexpected interruptions occur;
Provide specialized reports related to certificated employment.

TRAINING AND EXPERIENCE

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

Four years of increasingly responsible clerical, secretarial, and/or paraprofessional experience which includes at least one year assisting in the operation of a comprehensive personnel program. Work experience in a California public school setting is preferred. Specific certificated personnel work experience is highly desirable.