

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: CREDENTIALS TECHNICIAN

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of specialized and responsible technical and administrative support duties related to the District comprehensive certificated personnel function, including credentialing, screening, and selection; monitor credentials to assure proper verifications and assignments; interpret, communicate and apply knowledge of applicable statute and of District policies and procedures.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform specialized and responsible technical duties related to the District certificated personnel function including credentialing, recruitment, new employee processing and other procedures.

Maintain accurate records of certifications; monitor credentials for certificated personnel; notify employees of expiration of credentials and provide information on credential renewal requirements; interpret, evaluate, and process new and renewal credential application packets; prepare appropriate waiver requests; prepare related documentation and reports; and transmits credential applications to the State Commission on Teacher Credentialing via the County Superintendent of Schools office; monitor master schedules to ensure teachers are appropriately credentialed for the assignment; assist with annual assignment monitoring.

Evaluates transcripts, employment history and personal data on credential application to determine if applicant meets State requirements for various credentials and/or employment options;

Ensures new substitute teachers have all necessary credentials/approvals; researches, implements, interprets, applies and explains District, county and state codes, policies and procedures regarding teacher credentialing

Prepare and distribute job postings, screen applications for minimum qualifications, receive employment recommendations, ensure all required documents are submitted and make offers of employment; process new hire contract and substitute teachers; notify site/department, payroll and benefits of start date.

Communicate with certificated applicants to offer employment; prepare contracts and related employment documents to complete employment requirements; provide orientation and information relative to the position and District policies, standards and procedures.

Prepare and maintain certificated composite database, staffing lists, credential database, assignment database, employee statistical information, salary placement, experience, education, teacher contracts and other employment statistical data as required; prepare data and survey information for District, County, State and federal agencies as required.

Assist with preparing Board agenda items and preparing and maintaining a variety of narrative and statistical reports, records and files related to personnel and assigned activities.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to conduct work as assigned.

Attend and conduct a variety of meetings as assigned.

Maintain current knowledge regarding credential policies, requirements as established by the Board, State Department of Education and provisions of the Education Code.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Board policies, Education Code provisions and other laws, codes and regulations related to certificated personnel.

Personnel department organization, policies, rules, practices and procedures.

Bargaining agreements and union contracts.

State credentialing requirements.

EEO and Affirmative Action recruitment, selection and testing requirements.

Oral and written communication skills.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Perform a variety of specialized and responsible technical and administrative support duties related to the District comprehensive certificated personnel function.

Assure the proper assignments and credentials of certificated employees.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and timelines.

Work independently with little direction.

Plan and organize work.

Maintain records and files.

Prepare comprehensive narrative and statistical reports.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school or equivalent and supplemented by college-level coursework in business administration, human resources or related field. An Associate's degree or higher is preferred.

Experience: Two years of increasingly responsible human resources experience in a public agency.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.