

CONFIDENTIAL JOB DESCRIPTION

CREDENTIALS OFFICER II

JOB SUMMARY:

Serves as the Credentials Officer II and monitors all credentials and California State Assignment Accountability System (CalSAAS) assignment monitoring for the District; assists in administering the certificated employment process and affairs related to certificated personnel, including intern and student teachers; provides confidential administrative support to the Coordinator of the District Teacher Induction Program, and the Chair of the District Peer Assistance and Review (PAR) Program, performs other professional duties of a specialized nature, including human resources technology, negotiation issues and related work as required involving cross training within the Human Resources Department.

ESSENTIAL JOB FUNCTIONS:

- Collaborates with the Human Resources Administrators to provide support:
 - Involving universities and San Diego County Office of Education (SDCOE) intern programs for acute staffing needs.
 - Involving student teacher placements and Memorandum of Understanding.
- Provides support:
 - To the Instructional Services and Support Induction Program Coordinator.
 - To the PAR Joint Chair and Joint Committee.
- Works collaboratively with Human Resources Technicians:
 - Ensuring positions are posted with appropriate subject matter credentials and authorizations.
 - Screening credentials and support staffing needs.
 - Developing an innovative certificated onboarding process.
- Provides guidance and resources to out-of-state applicants regarding State of California credentialing process, communicates with universities and outside agencies.
- Works closely with site administrators on certificated assignment monitoring, providing support in resolving credential matters and required applications and processing.
- Monitors monthly credential pay hold lists, communicates with District payroll department and site administrators of potential pay holds.
- Monitors preliminary credential requirements for certificated staff, providing support as directed for the California Teaching Commission (CTC) Accreditation audit, stays relevant with new CTC guidelines for first time teachers.
- Oversees the District's annual assignment monitoring review for the CalSAAS, works collaboratively with the technology and education services departments and SDCOE to resolve CALPADS exceptions and misassignments in a timely manner.
- Maintains relevant and accurate emergency staffing reports for annual Declaration of Need projections.
- Acts as the Charter school liaison for all credentialing matters.
- Assists with monitoring certificated evaluation lists for site administrators.
- Monitors Independent Contractor Agreements with District sites and prepares related Board agenda items.

CREDENTIALS OFFICER II

Page 2

- Coordinates and prepares agenda items as assigned for the Board of Education as related to certificated staffing (i.e.: Annual Declaration of Need, job descriptions).
- Provides information, completes reports and surveys requested by staff, school districts, and government agencies as related to certificated staffing.
- Works on specialized projects, prepares and distributes meeting materials, publications, and various documents.
- May attend, record, prepare and distribute summary minutes of other meetings as assigned.
- Composes letters, memoranda, and other materials independently or from minimal instructions.
- Provides overlap support as needed during peak times in the department.
- In specific situations, coordinates activities of other divisional staff members to attain a specific goal and maintains an even distribution and flow of work.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Five years of broad and increasingly responsible full-time administrative assistant or secretary experience, preferably in a school district human resources department.
- Ability to maintain the security of sensitive, confidential, and privileged information; relate to employees and the public in a positive, solutions based, and caring manner; compose correspondence independently; understand and give concise explanations, work independently in the absence of specific instructions, retain the confidentiality of the work assigned, type or keyboard at a net corrected speed of 60 words per minute; understand and carry out oral and written directions; establish and maintain cooperative working relationships, including being a team player; problem-solve and make decisions.
- Knowledge of modern office procedures, methods, and practices; personal computer applications (Microsoft Office Suite, One Drive); policies, laws, rules, and regulations affecting the work of the Certificated Director of Human Resources; appropriate English usage, spelling, grammar, punctuation, and mathematical processes; standard office machines, equipment, and personal computer applications.
- Graduation from high school or equivalent, supplemented by a minimum of two years of college in secretarial science, business and/or personnel, or relevant human resources administrative support experience.