

**CONFIDENTIAL JOB DESCRIPTION**

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**CREDENTIALS OFFICER**

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**JOB SUMMARY:**

Serves as the Credentials Officer for the District; assists in administering the Certificated employment process; provides support with affairs related to certificated and/or classified personnel; and 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:**

- Administers the credentials program for the District.
- Evaluates transcripts for credential eligibility.
- Assists in the employment of certificated personnel, working closely with principals and other department heads to assure that their needs are met.
- Determines salary placement for new certificated employees.
- Verifies units of courses taken by certificated employees for salary credit.
- Compiles/maintains all data related to certificated employees.
- Coordinates and prepares agenda items for the Board of Education.
- Provides written verifications of employment/salary.
- Reviews the application/employment of short-term (at-will) temporary employees.
- Attends meetings, workshops, and conferences.
- Provides information and/or completes reports/surveys requested by staff, school districts, and government agencies.
- Interacts closely with all departments in matters related to human resources.
- Assists in coordinating "On Loan Agreements" between the San Diego County Office of Education and the District.
- Acts as the charter school liaison.
- 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.
- Ability to maintain the security of sensitive, confidential, and privileged information; relate to employees and the public in a positive and caring manner; 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; appropriate English usage, spelling, grammar, punctuation, and mathematical processes; and standard office machines, equipment, and personal computer applications.

## CREDENTIALS OFFICER

Page 2

- Graduation from high school or equivalent, supplemented by a minimum of two years of college in secretarial science, business and/or personnel.

*Confidential Salary Schedule: Range 20*

*BOARD APPROVED: 12/9/97*

*REVISION DATES: 3/10/16*