

## CREREDENTIALS SPECIALIST

### **Purpose Statement**

Under the direction of the Director of Human Resources, performs technical and specialized functions in support of employment, classroom assignment and credentialing of all certificated staff; processes certificated applicant and employment documents for Adult School, CTE, SCPA and hourly instructors; provides training and assistance regarding credential regulations; maintains communications between schools, certificated staff, administration, County, and the Commission on Teacher Credentialing (CTC).

### **Essential Functions**

- Screens records for new certificated employees to ensure credentials match assignment requirements; notifies individuals if further course work is needed to clear their credential(s) and provides related materials.
- Processes credential applications sending information to the County for processing at the CTC; meets individually with certificated staff to discuss credentialing concerns.
- Verifies all certificated employees have proper credentials recorded; monitors expiration dates of credentials; notifies certificated staff of credential expiration dates and maintains current information on credential requirements; updates computer records.
- Prepares postings and processes certificated applicant and employment paperwork for Adult School, CTE, SCPA and hourly instructors; processes on-going employment changes for all hourly instructors as needed.
- Gathers, compiles and evaluates official transcripts and other information for Adult School, CTE, SCPA and hourly instructors; receives, reviews and verifies coursework completed and degrees earned; determines salary adjustments as appropriate; prepares payroll information and submits to payroll for salary advancement.
- Evaluates and tracks hours worked for Adult School instructors; determines tenure changes and calculates guaranteed hours as appropriate; prepares related documents and notifications for tenure changes.
- Prepares and maintains a variety of records and files regarding certificated personnel and prepares related reports; maintains statistical records regarding credentials for all certificated staff; evaluates, monitors and maintains records in compliance with all state, federal, and district regulations.
- Communicates with administrators, personnel and outside organizations to coordinate activities, resolves issues and conflicts and exchanges information; maintains communications between schools, certificated staff, administration, County and the Commission on Teacher Credentialing (CTC).
- Provides planning, training assistance and conducts workshops providing information to district and site administrators, certificated staff and other staff members regarding credential regulations, eligibility requirements and assignment authorizations.
- Prepares related certificated board agenda items.

### **Other Functions**

- Performs related duties as assigned.

### **Job Requirements: Minimum Qualifications** **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, complex, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent computer software; planning and organizing tasks and deadlines; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform advanced math; review and interpret complex materials; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job include: Must have effective working knowledge of current state credential requirements and processing; knowledge of laws, rules and regulations of certificated employment processing, knowledge of applicable State Education Code.

ABILITY is required to gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with detailed information/data.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under a generally hazard free environment.

**Education/Experience**

Any combination equivalent to: graduation from high school supplemented by college-level course work in human resources administration or related field and two years of increasingly responsible human resources experience; experience working with California credential requirements is preferred.

**Required Testing**

None Specified

**Certificates & Licenses**

Valid California Driver's License and Evidence of Insurability

**Continuing Educ./Training**

None Specified

**Clearances**

Pre-placement Physical Exam; TB Clearance; and Criminal Justice Fingerprint/Background Clearance.

*"Sweetwater Union High School District programs and activities shall be free from discrimination based on age, gender, gender identity or expression, or genetic information, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation; the perception of one or more of such characteristics; or association with a person group with one or more of these actual or perceived characteristics." SUHSD Board Policy 0410*