

## **SWEETWATER UNION HIGH SCHOOL DISTRICT**

### **CLASS TITLE: CREDENTIALS SPECIALIST**

#### **BASIC FUNCTION:**

Under the direction of the Director of Certificated Personnel, perform technical and specialized functions in support of the employment, credentialing and processing of District certificated employees for the Adult School program, ROP, SCPA and hourly instructors; maintain communications between schools, teachers, administration, County, and the Commission on Teacher Credentialing (CTC).

#### **DISTINGUISHING CHARACTERISTICS:**

The Credentials Specialist performs technical and specialized functions in support of the employment, credentialing and processing of certificated employees for the Adult School Program, ROP, SCPA and hourly instructors. The Senior Credentials Specialist performs technical and specialized functions in support of the employment, classroom assignment, credentialing and processing of District 7 – 12 certificated employees.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Oversee certificated applicant and employment process for the Adult School program, ROP, SCPA and hourly instructors.

Review new teacher files for credentials, university transcripts, experience and determine appropriate salary classification and step; assure credentials match assignment requirements; notify individuals if further course work is needed to clear the credential and provide related materials.

Prepare contract and related employment paperwork; establish files; receive fingerprints cleared with the Department of Justice and process the credential application sending information to the County for processing at the CTC; meet individually with Adult School, ROP, SCPA and hourly instructors to discuss credentialing concerns.

Verify Adult School, ROP, SCPA and hourly instructors have proper credentials recorded; monitor expiration date of credentials; notify Adult School, ROP, SCPA and hourly instructors of credential expiration dates and maintain current information on credential requirements; update computer records.

Monitor and review classroom assignments to verify proper placement for each teacher's credential; obtain information from enrollment reports and school sites; assure classes taught match appropriate credentials; report discrepancies to appropriate administrator.

Gather, compile and evaluate official transcripts and other information; receive, review and verify coursework completed and degrees earned; determine salary adjustments as appropriate; prepare payroll information and submit to payroll for salary advancement.

Prepare and maintain a variety of records and files regarding certificated personnel and prepare related reports; maintain statistical records regarding credentials for Adult School, ROP, SCPA and hourly instructors.

Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information; maintain communications between schools, teachers, administration, County and the Commission on Teacher Credentialing (CTC).

Provide planning, training assistance and conduct workshops providing information to district and site administrator, certificated staff and other staff members regarding credential regulations, eligibility requirements and assignment authorizations.

Research and prepare formal notices to certificated employees regarding credential expiration dates; provide notice to Adult School, ROP, SCPA and hourly instructors.

Prepare certificated board agenda items.

Operate a computer and other office equipment as assigned.

Attend a variety of meetings as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

State credential requirements and processing.

Laws, rules, regulations involved in processing certificated personnel.

Certificated contract agreements.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Operation of a computer and assigned software.

Oral and written communication skills.

Telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Applicable sections of State Education Code and other applicable laws.

District organization, operations, policies and objectives.

**ABILITY TO:**

Perform a variety of technical duties concerning the credentials of certificated personnel.

Assist certificated staff in obtaining and renewing teaching credentials required by the position.

Read and interpret transcripts.

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

Add, subtract, multiply and divide quickly and accurately.

Communicate effectively both orally and in writing.

Work confidentially with discretion.  
Maintain records and prepare reports.  
Establish and maintain cooperative and effective working relationships with others.  
Analyze situations accurately and adopt an effective course of action.  
Work independently with little direction.  
Plan and organize work.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: college-level course work in human resources administration, business administration or related field and two years experience responsible professional human resources experience including experience working with Adult School, ROP, SCPA and hourly instructors credential requirements.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information in person and on the telephone.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Sitting for extended periods of time.  
Bending at the waist, kneeling or crouching to file materials.

*The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224*