

CREDENTIALS SUPERVISOR

Purpose Statement

The job of Credentials Supervisor is done for the purpose of planning, organizing and supervising the operation of the credentials staff; assists in the design and maintenance of credential records systems; and performs difficult and complex technical assignments.

Essential Functions

Supervise, train and assistance to the credentials staff engaged in interpreting and assuring compliance with credential requirements according to statutory requirements.

Organize work assignments and determines priorities of the staff to assure timely and accurate performance of work activities.

Establish and implement procedures for compliance with State mandated assignment monitoring activities; analyze and interprets legislation related to credentials operations.

Provide technical training and assistance to staff; assists in developing district programs, interprets legislation, and ensures compliance in a variety of areas related to human resources.

Review, analyze and interprets proposed and existing legislation related to credential requirements and certificated employment and acts as district resource; assists district and outside agencies in fulfilling mandated requirements.

Compile and analyze data; prepare and maintain a variety of records and reports related to personnel functions and assigned activities; review and verify personnel documents related to position control; establish and maintain filing systems.

Coordinate projects related to personnel administrative technology functions; communicate with a variety of vendors and consultants and oversee technology-related contracts; evaluate the impact of new or changed applications and electronic forms design; assist with conversions of existing applications to new or revised data base information.

Evaluate existing systems and procedures; provide technical advice and recommendations for changes and improvements utilizing technology resources; consult with personnel services staff to define user needs, reporting requirements and problems; advise staff on new forms, records and reports; develop applications to be used with existing or new programs.

Input data into an assigned computer system and generate a variety of mandated and requested computerized reports; initiate queries, compile information, process reports, and manipulate data as appropriate; assure accuracy of output data.

Conduct research projects, evaluate information, make analyses, and prepare reports with rationale and conclusions.

Provide leadership and technical support for the purpose of designing, developing and maintaining an efficient, unified and fully integrated technology system that meets department needs.

Participate in meetings, workshops, and/or seminars for the purpose of providing and/or conveying information, identifying appropriate actions, and/or developing recommendations.

Maintain a wide variety of manual and electronic documents files and records for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.

Other Functions:

Performs related duties as assigned.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically 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 utilizing pertinent software applications; planning and managing projects and programs; preparing and maintaining accurate records.

KNOWLEDGE is required to read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: pertinent State Education codes, laws, and regulations; county requirements; correct English usage, grammar, spelling, punctuation, and vocabulary.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances. Ability is also required to work with a diversity of individuals and/or groups. In working with others, problem solving is required to analyze issues and create action plans. Problem solving requires independent interpretation of guidelines. Specific abilities required to satisfactorily perform the functions of the job include: providing leadership, direction, and team building; communicating with persons of varied educational and technology backgrounds; establishing and maintaining effective working relationships; meeting deadlines and schedules; setting priorities; working as part of a team; adapting to frequent interruptions and changing work priorities; and maintaining confidentiality.

Working Environment

Indoor office setting.

Physical Requirements

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Education and Experience

Any combination of training, experience, and/or education equivalent to graduation from a recognized four year college or university with a major in business administration, public administration, education or other appropriate field and four years of recent, progressively responsible, directly related experience of acceptable level and quality.

Licenses and Other Requirements

Possession of a valid California Driver's License and availability of private transportation.

Sweetwater Union High School District programs and activities shall be free from discrimination based on gender, sex, race, color, religion, ancestry, national origin, ethnic group identification, marital or parental status, physical or mental disability, sexual orientation or the perception of one or more of such characteristics. SUHSD Board Policy #0410.