SAN DIEGO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION

TITLE: Credential Specialist
REPORTS TO: Assigned Supervisor

DEPARTMENT: Various
CLASSIFICATION: Classified

FLSA: Non-Exempt
SALARY GRADE: 40

REVISED: January 22, 2019

BASIC FUNCTION:
Assess certificated applicants eligibility and placement; monitor state certification processes, policies, procedures and related legal requirements; train and orientate district personnel; maintain certification records and serving as a resource to administration and staff on issues relating to certification.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Communicate with a variety of internal and external individuals (e.g. Program Managers, Directors, administrators, teachers, applicants, universities, county office of education, state department of education, etc.) for the purpose of providing and/or acquiring accurate and up-to-date information concerning state certification processes, policies, procedures and related legal requirements by serving as the designated liaison. E

Coordinate a variety of processes (e.g. certification eligibility, expiration dates of credentials, etc.) for the purpose of ensuring efficient processing of employees in addressing position requirement and adhering to legal and/or administrative requirements. E

Counsel all certificated employees and applicants for the purpose of providing them with information related to credential and intern requirements. E

Evaluate employment transcripts, education units, credentials, etc. for the purpose of assessing certificated applicants eligibility and placement. E

Maintain a variety of confidential and non-confidential, manual and electronic documents, files and records related to credentials for the purpose of providing up-to-date reference material and audit trail in compliance with all district and state regulations. E

Prepare a variety of reports and related documents (e.g. letters sent to teachers, Board Reports, CCTC Retention Reports, emails to colleges/universities, etc.) for the purpose of providing documentation and complying with legal requirements. E

Present information on administrative procedures, services, regulations, etc. for the purpose of training and orienting the district employees and/or applicants. E
Process documents and materials (e.g. applications, contracts, changes in employee status, etc.) for the purpose of disseminating information to appropriate parties. E

Research employment laws and regulations relating to credential requirements for the purpose of implementing procedures to maintain compliance with current legal requirements. E

Respond to written and verbal inquiries from a variety of internal and external sources (e.g. procedural/policy questions, screening and evaluate applications, etc.) for the purpose of solving problems, providing information, facilitating communication among parties and/or providing direction. E

Train and direct the work of assigned personnel for the purpose of maintaining necessary staffing and enhancing productivity of staff. E

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:
A combination of training, experience, and/or education equivalent to four years of recent, full-time equivalent, increasingly responsible office-clerical experience, two years of which must have been in a full-time, directly related personnel-clerical work assignment in a school district personnel office.

LICENSES AND OTHER REQUIREMENTS:
Possession of a valid California driver’s license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
District organization, operations, policies and procedures.
Pertinent codes, policies, regulations and/or laws including state credential requirements.
Basic math, including calculations using fractions, percents, and/or ratios.
Record-keeping techniques.
Public and customer relations principles and practices.
Oral and written communication skills. Reading and writing English communication skills.

ABILITY TO:
Read technical information, compose a variety of documents, and/or facilitate group discussions.
Analyze data and situations to define issues and draw conclusions.
Interpret university and college transcripts and assess teachers’ credentials in accordance to state law.
Gather, collate, and/or classify data.
Independently work with others in a wide variety of circumstances.
Multi-task and adapt to changing work priorities.
Prepare clear concise written communication.
Plan and manage projects.
Work with a diversity of individuals and/or groups
Independently interpret guidelines.
Work with data of varied types and/or purposes.
Operate standard office equipment and computers using related software applications.
Problem solve to analyze issues and create action plans.
Maintain confidentiality.
Be attentive to details.
Communicate effectively orally and in writing.
Establish cooperative and effective working relationships.
Plan and organize work; set priorities to meet schedules and timelines.
Work under limited supervision using standardized practices and/or methods.
Lead, guide, and/or coordinate the work of others.
Prepare and maintain accurate records, files, and reports.

**WORKING CONDITIONS:**

**ENVIRONMENT:**
Indoor; office setting.

**PHYSICAL REQUIREMENTS:**
Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; 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.

**DISTINGUISHING CHARACTERISTICS:**
A Credential Specialist performs specialized technical credential duties of assessing certificated applicants eligibility and placement including the monitoring of state certification processes.

A Human Resources Specialist performs specialized technical duties of a major segment or function of Human Resources administration such as certificated and classified recruitment, examination and selection activities and employee leave of absence administration.

A Certificated Salary Specialist performs specialized technical-clerical work in evaluating work experience, college and university coursework and degrees for the purpose of salary placement and salary advancement of certificated nonmanagement staff.

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