

SAN DIEGO UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION

TITLE:	Credential Specialist	REPORTS TO:	Human Resources Officer
DEPARTMENT:	Various	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	40 OTBS
REVISED:	August 11, 2009		

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 automobile (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic math, including calculations using fractions, percents, and/or ratios.

Concepts of grammar and punctuation.

Pertinent codes, policies, regulations and/or laws including state credential requirements.

Reading and writing English communication skills.

ABILITY TO:

Read technical information, compose a variety of documents, and/or facilitate group discussions.

Analyze situations to define issues and draw conclusions.

Schedule a number of activities, meetings, and/or events.

Gather, collate, and/or classify data.

Use job-related equipment.

Independently work with others in a wide variety of circumstances.

Analyze data utilizing defined but different processes.

Operate equipment using standardized methods.

Work with a diversity of individuals and/or groups

Work with data of varied types and/or purposes.

Utilize job-related equipment.

Problem solve to analyze issues and create action plans.

Independently interpretate guidelines.

Problem solve with equipment is limited to moderate.

Maintain confidentiality.

Be attentive to details.

Communicate with diverse groups.

Establish effective working relationships.
Meet deadlines and schedules.
Set priorities.
Work under limited supervision using standardized practices and/or methods.
Lead, guide, and/or coordinate others.
Use of resources from other work units.
Perform multiple, non-technical tasks with a need to periodically upgrade skills in order to meet changing job conditions.
Operate standard office equipment including using pertinent software applications.
Plan and manage projects.
Assess teachers' credentials in accordance with state law.
Prepare and maintain accurate records.

WORKING CONDITIONS:

ENVIRONMENT:

This job is performed in a generally clean and healthy environment.

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.

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