

## SAN DIEGO CITY SCHOOLS

### POSITION DESCRIPTION

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<b>TITLE:</b>	Credential Technician	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Various	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	038 OTBS
<b>REVISED:</b>	July 22, 2003		

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#### **BASIC FUNCTION:**

Perform specialized duties in the administration of California State credential requirements and procedures.

**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**

Register and record credentials of all certificated employees and assist in making application for credentials; notify employees of credential expiration date and assist in applying for credential renewal. **E**

Counsel employees and prospective employees concerning courses, which might be taken to meet credential requirements; review transcripts submitted in connection with credential applications and provide advice on possible eligibility for credentials. **E**

Assist applicants in preparing forms required by the California Commission on Teacher Credentialing for official evaluation of transcripts. **E**

Review assignment authorizations and payroll listings of certificated personnel to verify that proper credential is held for current assignment. **E**

Audit master schedules and other school site records pertaining to classroom assignments to insure appropriate teacher assignment; research and resolve credential authorization problems for site administrators, district staff, employees, and applicants. **E**

Maintain records of certificated personnel assignments to ensure proper authorization. **E**

Verify employment experience to the Commission on Teacher Credentialing for the issuing or renewal of credentials. **E**

Prepare forms to input credential data to Employee Data Base; post credential information to employee history file; gather data for and type forms, letters and reports; maintain records and files.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any 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:**

None.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Modern office practice and procedures.

Technical aspects of field of specialty.

**ABILITY TO:**

Explain district certificated employment procedures and a variety of California credential requirements.

Assess teachers' credentials in accordance with state law.

Keyboard at a moderate rate of speed.

Provide sound advice and make recommendations.

Operate standard office equipment including microcomputers and related software applications.

Communicate effectively orally and in writing.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor office.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange; 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.

Revised 3.24.04—PeopleSoft

Job Code 6081

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