

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: CREDENTIAL SPECIALIST

BASIC FUNCTION:

Under the direction of the Senior Director-Certificated Human Resources or Director-Employee Resources perform technical and specialized functions in support of the employment, credentialing and processing of District certificated employees; assist applicants and teachers obtain and maintain appropriate teaching credentials; determine salary placement and adjustments; advise employees regarding requirements, laws, policies and procedures related to teaching credentials.

REPRESENTATIVE DUTIES:

Verify teachers and other certificated employees have proper credentials recorded with the County office; provide information on credential requirements to administrators, teachers, substitutes and applicants; notify certificated staff of credential expiration dates and maintain current information on credential requirements. **E**

Provide assistance and detailed information in person and on the telephone regarding certificated employment opportunities, salaries and related matters to District staff, applicants and the public. **E**

Evaluate, research and process complex credentialing information for the Los Angeles County Office of Education audit process. **E**

Evaluate and process credential applications; evaluate transcripts, employment history and personal data on credential application to determine if applicant meets State requirements for various credentials. **E**

Research, implement and provide interpretation of District, County and State codes, policies and procedures. **E**

Process, research and evaluate teacher clear credentials upon completion of induction program requirements. **E**

Gather, compile and evaluate official transcripts and other information used to determine and recommend initial salary placement and annual salary reclassifications; determine new salary placement based on completed course work and time in service. **E**

Process, research and evaluate English Learner Authorizations for teachers and renewals for substitute teacher permits. **E**

Screen teacher applications for NCLB compliance and appropriate credential requirements. **E**

Attend job recruitment fairs; provide assessment and evaluation of credential requirements. **E**

Communicate with employees and other departments regarding salary changes, additions to staff, leaves of absence and changes of status; create new teacher folders and maintain certificated personnel files. **E**

Prepare appropriate Board agenda material and reports; process paperwork on new certificated hourly and contract personnel; type temporary and probationary contracts. **E**

Maintain a variety of records and files regarding certificated personnel; prepare related reports; review and implement Board actions and reports as they relate to certificated personnel. **E**

Input and maintain personnel data concerning certificated personnel. **E**

Operate a variety of office equipment such as County and District computer work stations, printer, calculator, typewriter, copier and microcomputer. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

State of California 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 computer work stations and other office equipment.
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.
Technical aspects of field of specialty.
University filing procedures and requirements.

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.
Type at 45 words net per minute from clear copy.
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: graduation from high school supplemented by college-level course work in personnel or related field and three years increasingly responsible clerical experience including at least one year of experience involving certificated personnel procedures in an automated personnel environment.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Bending, pushing, moving, lifting objects weighing up to 25 pounds. Dexterity of hands and fingers to operate office equipment, hearing and speaking to exchange information in person or on the telephone, sitting for extended periods of time, and reaching to retrieve and maintain files.