

CREDENTIAL TECHNICIAN

DEFINITION

Under general supervision, to monitor, assist staff in applying for and recommending credential(s) for certificated employees; process the employment, evaluation, and termination of substitute, preschool, noncertificated coaches, summer school and all other hourly employees; to interpret policy and administrative regulations, and to perform complex and responsible clerical and technical work in the human resources department.

DISTINGUISHING CHARACTERISTICS

This position is characterized by a high degree of independent action relating to the technical aspects of employment and credentials.

ESSENTIAL FUNCTIONS

Processes and evaluates certificated employee transcripts and credentials for assigned positions and coordinates credential information with County Office of Education.

Monitors district, county, and state regulations relating to credential status.

Assists in the development and maintenance of an effective personnel data management information system.

Processes and prepares records and reports relating to substitute, preschool, hourly, etc. employees.

Initiates employment documents and contracts for assigned positions.

Assembles data for other reports and studies as required.

Paper screens and processes substitute teachers hired by the District, assisting in the application of credentials.

Maintains an up-to-date supply list of substitute employees for the schools and records of assignment.

Processes hourly personnel and maintains files.

Processes and maintains files and credential information for Adult Ed and Preschool Teachers.

Monitors and maintains records for non-certificated coaches.

Types correspondence and reports.

Receives, screens and processes applications, and maintains active substitute lists for classified personnel.

Assists other Human Resources Department positions and performs related duties as needed.

QUALIFICATIONS

Knowledge of:

California credentials and credential options; the organization, functions, activities, and procedures of the human resources department and of the district; modern office methods and practices; modern office equipment including computers, word processors and other related data management systems.

Ability to:

Learn, interpret and apply school district policies, laws, rules and regulations, especially in the areas of certificated personnel; understand and interpret the policies and procedures of the office of the and Directors of Personnel; learn and maintain proficiency on a word-processor and related computer equipment systems; meet the public with tact, diplomacy and courtesy; exercise sound judgment and discretion; perform complex clerical work; type at 45 net words per minute; compose correspondence independently.

Experience:

Three years of broad and increasingly responsible clerical experience in personnel work, preferably in the field of public education. College education in public or business administration may be substituted for experience to a maximum of two years.

Education:

High school graduation or equivalency.