

REDLANDS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

TITLE Credential Specialist

QUALIFICATIONS

EDUCATION: Associates degree or higher, supplemented by training or coursework in human resources, personnel management, business office procedures, or a closely related field.

EXPERIENCE: Three years of responsible and technical personnel clerical experience, including one year in a lead capacity.

KNOWLEDGE OF: Methods, trends, strategies, and techniques pertaining to a comprehensive personnel management system; methods, procedures, and techniques of organization and employee motivation; methods, procedures, terminology, and techniques pertaining to personnel record management, storage, and retrieval systems; legal mandates, Board Policies, regulations, and operational procedures and guidelines pertaining to typical personnel management functions and activities.

ABILITY TO: Interpret and apply technical personnel operational procedures, policies, rules, regulations, and legal provisions; plan, organize, and maintain a variety of complex and confidential personnel transactions; analyze, review, abstract, and compile comprehensive management reports, which may include sensitive and confidential information; communicate effectively in oral and written forms; type at a net corrected speed of 50 words per minute; understand and carry out oral and written directions; establish and maintain cooperative working relationships.

PERSONAL

QUALIFICATIONS: Character, personality, and proper social capability to relate effectively with racially and ethnically diverse staff, students, and community. Demonstrated ability to work with a wide variety of community groups and organizations.

BRIEF DESCRIPTION OF POSITION

Under the direction of the assigned supervisor, the Credential Specialist will perform a variety of responsible, specialized, and technical personnel functions in the credential program for certificated employees to apply for and maintain the proper credential to provide service in the District; may assist in the planning, organization, and conducting of employee recruitment, selection, orientation, and certificated induction programs; assist in the planning, organization, development, and maintenance of a comprehensive personnel management storage and retrieval system.

DUTIES AND RESPONSIBILITIES

As assessed by the supervisor, the outcome of the Credential Specialist's job performance will be as follows:

1. Perform a variety of specialized duties related to district personnel including recruitment, screening, selection, salary placement, and processing of new personnel.
2. Review applications for minimum qualifications from applicants and evaluate transcripts, qualifications, and credentials to ensure compliance with position requirements and district, federal, and state standards.

3. Prepare and maintain manual and automated credential record systems concerning certificated employees' credential history and personnel record management details.
4. Monitor certificated staff credential expiration dates; notify employees of pending expirations; research renewals and update assigned databases.
5. Communicate with administrators regarding proper and improper teacher placements and required changes to ensure compliance with state and federal laws.
6. Process induction functions and advise new teachers requiring induction to clear credentials.
7. Compile, prepare, and provide employment eligibility lists to administrators and supervisors.
8. Perform employee certification analysis and other related functions in an accurate and efficient manner.
9. Prepare, maintain, and generate a variety of comprehensive and confidential personnel records; develop and maintain statistical data related to personnel.
10. Analyze, review, and interpret established legal mandates, laws, rules, policies, regulations, bargaining unit agreements, and guidelines.
11. Provide assistance in the planning, development, implementation, and maintenance of manual and automated record management, storage, and retrieval systems.
12. Conduct new personnel processing activities including the preparation, distribution, and collection of new employee paperwork; explain fingerprinting procedures, physical requirements, and other related new employment matters.
13. Compose and prepare a variety of routine correspondence, memoranda, personnel actions, forms, notices, and requests for information.
14. Prepare accurate routine Board agenda items in a timely manner.
15. Assist in the planning, organization, and conducting of new personnel orientation, new teacher support programs, staff development, and in-service training programs.
16. Establish and accurately maintain a variety of personnel files and records according to established policies and procedures; process and update records and files with new hires, transfers, promotions, terminations, salary increases, evaluations, and other employee information.
17. Research, compile, and provide a variety of information and data for reports, special projects, negotiations, Board meetings, and other personnel-related functions.
18. Provide timely and effective communications to appropriate district office/school personnel regarding issues and/or situations which might impact the District, its divisions, or its schools.
19. Support and contribute to consistent efforts to maintain or improve the external and internal image of the District, its divisions, and its schools, including recruitment efforts.
20. Analyze and determine salary placements for employees changing positions in accordance with the collective bargaining agreement; prepare related documentation.
21. Attend all appropriate training and in-services as directed.

22. May conduct classification studies and salary surveys as required and provide assistance with updating job descriptions in response to changes in job duties, qualifications, and requirements.
23. Record and provide evaluation timelines of personnel to administrators and supervisors; process completed evaluations; prepare statistical reports related to evaluations as directed.
24. Oversee and provide appropriate employee notifications, and communicate with payroll personnel and other pertinent stakeholders, about all changes in employment status including leaves of absence, retirements, and resignations.
25. Operate computer and assigned software programs; operate other office equipment as assigned.
26. Perform other duties as assigned.