BILINGUAL CREDENTIALS TECHNICIAN

BASIC FUNCTION:
Under the direction of an assigned supervisor, perform a variety of technical duties in the review and processing of documents relating to the certification of personnel; serve as a technical resource to county office and school district personnel and applicants concerning credential eligibility, requirements and procedures; assist in the monitoring of certificated assignments, applications and renewals to ensure compliance with credential requirements and authorizations.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
• Communicate with administrators, staff, applicants, outside agencies and the public to exchange information, coordinate activities and resolve issues or concerns;
• Establish and maintain certificated employee and applicant records and files including assignment, contract, credential, status and related information; prepare various reports related to employees, applicants, credentials and assigned activities; maintain automated employee records; generate a variety of computerized lists and reports as requested; ensure accuracy of input and output data.
• Initiate and receive phone calls to clarify credential requirements and procedures, interpret legislation and policies; prepare and disseminate related correspondence, forms, announcements and other materials as needed; schedule appointments for application processing, fingerprinting and credential filing.
• Keep current on credentialing legislation and administrative changes.
• Monitor certificated assignments, applications and renewals to ensure compliance with credential requirements and authorizations; distribute application materials and related information as requested; notify employees of expiration dates and assist with the renewal process; receive and record credential information for registration with the county.
• Perform a variety of technical duties in the review and processing of documents relating to the certification of personnel; receive, review and process applications for professional and regular teaching credentials; ensure certificated personnel hold valid and appropriate credentials according to established guidelines, laws, codes, rules and regulations.
• Process various credential documents; evaluate college transcripts for employee and prospective employee applications; verify employee information with outside agencies as appropriate; review and process all types of credential certification applications and documents; provide school districts with copies of necessary credentials and certificates.
• Serve as a technical resource to county office, school district, charter school and preschool personnel and applicants concerning credential eligibility, application and renewal requirements and procedures; respond to inquiries and provide detailed information concerning related guidelines and procedures assist applicants and employees with completing related forms; provide credential training to district personnel as needed.
• Attend and participate in a variety of assigned meetings, committees, conferences, and/or special events; assist with planning and delivering in-services as assigned.
• Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
• Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
• Keyboarding at an acceptable rate to complete reports and correspondence required by the position.
• Maintain a safe work environment.
• Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
• Read, speak, translate and/or write in a designated second language.
• Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
• Serve as a technical resource concerning assigned program, function or instructional area.
• Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:
• Ability to work on a flexible schedule as assigned.
• Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
• Perform related duties as assigned.
• Travel may be required for training within California.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
• Every Student Succeeds Act.
• Mathematic computations.
• Modern office practices, procedures and equipment.
• Practices and procedures related to certificated personnel; operations, policies and objectives relating to personnel activities.
• Record-keeping and report preparation techniques.
• State of California credential requirements and procedures.
• Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
• State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
• Theoretical and technical aspects of field of specialty.

ABILITY TO:
• Determine appropriate action within clearly defined guidelines.
• Ensure certificated personnel hold valid and appropriate credentials.
• Establish and maintain certificated employee and applicant records and files.
• Maintain records and prepare reports.
• Meet schedules and timelines.
• Monitor certificated assignments, applications and renewals to ensure compliance with credential requirements and authorizations.
• Perform a variety of technical duties in the review and processing of documents relating to the certification of personnel.
• Serve as a technical resource to district personnel and applicants concerning credential eligibility, requirements and procedures.
• Verify and evaluate transcripts, records and applications to determine eligibility for credentials.
• Analyze and evaluate situations accurately and adopt an effective course of action.
• Communicate effectively both orally and in writing.
• Drive a vehicle to conduct work.
• Interpret, apply, and explain rules, regulations, policies and procedures.
• Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
• Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
• Work confidentially and with discretion.
• Work independently with little direction.

EDUCATION AND EXPERIENCE:

EDUCATION:
• High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.
• Associate’s degree preferred.

EXPERIENCE:
• Two years increasingly responsible experience in human resources, including credential processing or related duties in support of personnel programs.
• District/county office experience preferred.

LICENSES AND OTHER REQUIREMENTS:
• Read, speak, translate and/or write in a designated second language.
• Valid California driver’s license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
• Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program may be required at time of hire and throughout employment with the County Superintendent.

WORKING CONDITIONS:

ENVIRONMENT:
• Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
• Office and/or school facility environment.
• Regular interruptions.
• Small and large group meetings.

PHYSICAL DEMANDS:
• Bending at the waist, kneeling or crouching; climb or balance.
• Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
• Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
• Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
• Sitting, standing and/or walking for extended periods of time.
• Use hands to handle and/or feel; reach with hands and arms.
• Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must
be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:
November 14, 2017