



Revised Job Description
Personnel Commission Approval: December 19, 2023
Board Approval: January 8, 2024

Credential Technician

Definition

Under the direction of the Assistant Superintendent of Personnel Services, the Credential Technician oversees and performs a variety of technical duties, including monitoring, reviewing, and tracking District certificated personnel to ensure they hold valid, current, and proper teaching credentials. The Credential Technician will ensure that teachers comply with requirements to renew and/or upgrade credentials and prepare a variety of reports and documents in compliance with State and County directives. Additionally, they serve as a resource on credentialing for school administrators, site staff, and various outside agencies concerning credential eligibility, requirements, and procedures. The Credential Technician also performs other job-related duties as assigned and/or required.

Essential Duties and Responsibilities

- Evaluates certificated job applications and required credentials to determine appropriate salary schedule placement.
- Evaluates college transcripts to determine eligibility for credentials.
- Processes applications for credentials, emergency permits, variable-term waivers, and renewals to the California Commission on Teacher Credentialing (CCTC).
- Communicates with District employees, State, and County offices regarding the acquisition, expiration, and status of teaching credentials.
- Provides specialized information and assistance to teachers, teacher applicants, and substitutes regarding certificated employment, and credentials.
- Processes and inputs employment changes for certificated personnel on database systems and personnel files.
- Responsible for overseeing credential assignment monitoring with the California Commission on Teacher Credentialing (CCTC).
- Serves as a liaison between the District, California Commission on Teacher Credentialing (CCTC), and the Los Angeles County Office of Education (LACOE) regarding all aspects of credential applications.
- Attends meetings and workshops and reviews legislation and other publications to maintain current knowledge regarding new laws, rules, and regulations governing credentials and compliance,
- Generates and submits mandated reports required by the California Commission on Teacher Credentialing (CTC), the Department of Education, and the Los Angeles County Office of Education (LACOE).



- Compose, sends, and reviews a variety of relevant written correspondence.
- Assists in the preparation of reports and other documents related to negotiations.
- Answers questions and provides information to personnel and the public regarding a variety of personnel matters and District procedures, policies, and practices.
- Assists and verifies all new employee documents, tests, forms and other related items for employment.
- Securely handles all private and confidential personnel related records.
- Performs other related duties as required.

Required Qualifications

- Three years of increasingly responsible and technical Personnel Services or clerical experience, including experience in performing certified credentialing functions.
- A valid California Driver License.

Preferred Qualifications

- Bilingual preferred.
- College coursework in human resources.

Knowledge of

- State of California credential requirements and processing.
- Laws, rules, regulation involved in processing certificated personnel.
- Principles and practices of public personnel administration.
- Modern office practices, procedures, and equipment.
- Record-keeping techniques.
- Oral and written communication.
- Basic mathematical principles.

Ability to

- Perform specialized and technical duties related to credential requirements.
- Learn laws, rules, and procedures involved in processing certificated personnel.
- Learn and use information systems and applications as needed.
- Assure that job applicants and employees possess, obtain, and maintain credentials.
- Communicate effectively both orally and in writing.
- Work confidentially.
- Work independently with little direction.
- Plan and organize work.
- Establish and maintain positive service-oriented and effective working relationships.
- Maintain a work pace appropriate to the given workload.
- Propose and implement creative cost-effective solutions to problems.
- Implement oral and written direction.
- Work in an environment where there are frequent and unexpected interruptions.
- Prepare specialized reports related to certificated employment.



Salary

This position will be paid according to the classified confidential salary schedule.

- 12 months
- New Created Range 670X, \$5,764.69 - \$7,005.14 monthly salary