

**MONTEREY PENINSULA UNIFIED SCHOOL DISTRICT**  
**JOB DESCRIPTION**  
**CREDENTIAL TECHNICIAN I**

**CLASSIFICATION:** Classified Employee  
**SALARY LEVEL:** Range 34, Classified Salary Schedule  
**WORK YEAR:** 12 Months

**JOB DEFINITION:**

Under direction of the Assistant Superintendent of Personnel Services incumbent provides highly responsible and difficult personnel administrative assistance to administrators, teachers, counselors, and others seeking certification within Monterey Peninsula Unified School District and other credential services as mandated by law. Assists certificated school personnel, school district administrators, personnel staff, Charter schools, and out-of-state candidates seeking credentialing information and services. Maintains computerized credential records and files. Periodically audits currently employed school personnel to ensure compliance with applicable laws. This job class performs complex and highly responsible clerical/technical duties of a confidential nature and requires analytical and evaluation skills. Performs other job related duties as assigned by supervisor.

**SUPERVISOR:**

Assistant Superintendent of Personnel Services

**QUALIFICATION REQUIREMENTS:**

*To perform the job successfully, an individual must be able to satisfactorily perform each essential duty. The requirements listed on the job description are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties*

**EXAMPLES OF DUTIES:**

*The following is a list of duties that are representative of the position and include but are not limited to:*

**Essential Duties:**

- Receive and evaluate official transcripts, degrees, work experience, and examinations; determines eligibility for state certification and processes applications for certificated personnel in public or Charter schools
- Establish and maintain confidential credentials files on all certificate staff
- Assist and advise personnel and applicants in preparing applications for credentials and updating them regarding changes in requirements
- Verify temporary certificates as mandated by Education Code to authorize service
- Assist, advise, and provide clarification to interested parties concerning credential requirements, laws, regulations, education code, and Title V regulations
- Monitor assignments of credentialed personnel in District and Charter schools; collect and input data regarding assignments; review for possible misassignments; determine validity of assignments and assignment practices; assist school in resolving misassignments; report misassignments as necessary
- Confer with County Office of Education departments, district and internal staff, the Commission on Teacher Credentialing, and other agencies regarding problems and changes in regulations concerning certification requirements, staff placements, and viable alternatives
- Receive, record, and maintain records and supporting documents of all credentials/permits, including expiration dates; notify certificated personnel of impending expirations
- Participate and attend certificated recruitment fairs, credential workshops, and other related events as assigned
- Prepare and develop correspondence, memorandums, and forms as related to assigned functions
- Audit school district certificated personnel assignments to ensure proper credentials
- Perform clerical and receptionist duties with a minimum of supervision; must be able to work with frequent interruptions, in person and by telephone

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#### **Essential Duties (Continued):**

- Must be flexible and able to change projects or priorities on a frequent basis
- Maintain a high level of professional business communication skills with other departments, staff, students, and the public
- Answer inquiries from teachers, parents, school administration, staff, outside agencies, and other authorities; provide appropriate information as required
- Provide assistance on department and district policies and procedures when requested
- Create and maintain automated or manual files and recordkeeping systems, maintains security of confidential files and records
- Assist in the collection, preparation, and review of data from a wide variety of sources for reports, proposals, and other formal written communications; gather, classify, and summarize data
- Operate office equipment such as a personal and networked computer and printers, typewriters, facsimile machines, copy equipment, voice messaging and electronic mail systems, and telephone equipment several types of software programs
- Compile and assemble databases, charts, and tables as requested by, or in anticipation of supervisor's needs using several types of software programs
- Participate in ensuring all reports and correspondence achieves a high level of quality
- Review finished work for clerical accuracy, completeness, and compliance to established standards
- Make mathematical computations involving addition, subtraction, division, and multiplication of whole numbers, fractions, decimals, means, medians, etc., with speed and accuracy
- Research Education Code for appropriate application/use
- Assist with coordination of mandated costs reimbursement process

#### **Other Related Duties:**

- Provide in-service workshops for District personnel regarding credentials
- Perform other related duties as assigned by the supervisor
- Participate in available training to meet new safety and/or technology standards
- Attend meetings related to assignment

#### **PHYSICAL EFFORT AND WORK ENVIRONMENT:**

- Physical, mental, and emotional stamina to perform the duties and responsibilities of the position
- Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions
- Manual dexterity sufficient to write, use the telephone, computer, calculator, and office machines at required speed and accuracy
- Vision sufficient to read handwritten and printed materials, and the display screen of various office equipment and machines
- Hearing sufficient to communicate in person and hold telephone conversations in normal range (approximately 60 decibels)
- Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distances on the telephone and addressing groups
- Physical agility to sit, stand, kneel, walk, push/pull, squat, twist, turn, bend, stoop, and to reach overhead
- Physical stamina sufficient to sustain light physical labor for up to 8 hours, sit and/or walk for prolonged periods of time
- Physical mobility sufficient to move about the work environment (office, district, school site to site) for sustained periods of time on hard flooring, climb slopes, stairs, ramps, and to respond to emergency situations
- Physical strength sufficient to periodically lift and/or carry 40 pounds of materials or supplies; occasionally lift 80 or more pounds with assistance
- Occasionally push and/or pull a variety of tools, equipment, or objects weighing 80 or more pounds; Indoor work environment

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**REQUIRED QUALIFICATIONS:**

**Education:**

- A high school diploma or GED equivalency sufficient to assure the ability to read and write English and to perform mathematical calculations at the level required for successful job performance **PLUS** a minimum of two (2) years of formal, related education beyond a high school diploma or other combination of training, education, and experience that demonstrates possession of the knowledge and abilities to perform the duties of the position

**Experience:**

- Combination of training and experience equivalent to four (4) years of progressively responsible clerical, administrative, secretarial, human resources, personnel, and/or technical experience, preferably in the field of public education/services, which has provided the applicant with the required knowledge and abilities to successfully perform job duties
- Must have word processing, spreadsheet, and presentation software training and be able to generate reports, develop correspondence, and create presentations for meetings and workshops
- Experience and use of email systems, voice mail, and internet applications
- Training and experience in keyboarding, personal computer literacy, general clerical operations, and general accounting practices
- In use of modern office methods, procedures, and equipment, financial and other record keeping systems, receptionist and telephone techniques
- Working in a business office, preferably in public education or public service
- Utilizing proper discretion in dealing with and handling confidential matters and information
- Experience, understanding, and maintaining cooperative and effective relationships with co-workers, District administrators, and the public
- Experience, understanding, and maintaining cooperative and effective relationships with persons of culturally and linguistically diverse backgrounds
- Must have advanced English usage, spelling, grammar, punctuation, and report and/or correspondence writing

**Knowledge of:**

- Basic English usage, spelling, grammar, punctuation, and report and/or correspondence writing
- Computer software application in word processing, spreadsheet, desktop publishing, data base, and presentation software
- California credential regulations and procedures as related to K-12 education
- California State Education Code, Board Policies,
- Methods and practices of accurate record keeping (financial and otherwise), including mathematics, electronic spreadsheets, and efficient filing systems
- Source documents and data entry verification
- General office practices, rules, regulations, standards of the office, the District, and the State of California
- Time management/organizational skills

**Licenses and Certificates:**

- Possession of a valid Class C California driver's license (*as appropriate to the assignment*)

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**REQUIRED QUALIFICATIONS (Continued):**

**Ability to:**

- Learn, interpret, and apply laws, rules, regulations, and policies concerning credentialing certification requirements, and fingerprint regulations
- Understand and carry out assigned work with minimal supervision
- Take responsibility to use good judgment in recognizing scope of authority
- Clearly explain a wide variety of complex procedures and policies to individuals who have minimal knowledge of related processes and procedures
- Maintain confidentiality of information, and use proper discretion concerning confidential matters
- Analyze situations accurately and adopt an effective course of action
- Maintain and control multiple tasks/projects simultaneously with interruptions
- Maintain accurate and neat records and reports
- Present statistical material in table, chart, or graph form
- Research, document, and quickly apply clerical operations and procedures of the office/District
- Maintain patience and tolerance when working with “difficult” individuals
- Plan, organize, and coordinate the work of others
- Compose letters and reports from oral or written instructions; at time compose correspondence independently
- Prepare and maintain statistical records and reports
- Use an alpha/numeric keyboard and standard office equipment effectively with a reasonable rate of speed and accuracy to successfully complete assignments
- Learn and use technology and computer software applications as appropriate to the work environment
- Learn, plan, formulate and execute federal, state, district, and departmental policies, procedures and directives, in accordance with assigned duties
- Read, understand, interpret, apply, and follow laws, rules, regulations, processes, policies, and methods of the office, the District, and the State of California
- Use initiative and judgment in discussing problems with the public and district staff, involving District practices and policies
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise, and firmness
- Establish and maintain co-operative relationships with those contacted during the performance of required duties, including students, school personnel, parents, vendors, co-workers, and the community
- Communicate effectively in the English language, both orally and in writing
- Understand and be sensitive to those of culturally and linguistically diverse backgrounds
- Understand and follow complex oral and written directions
- Perform mathematical calculations with speed and accuracy
- Maintain regular attendance and punctuality

**DESIRABLE QUALIFICATIONS:**

- Associate or Bachelors degree highly desirable
- Previous experience in a school district or governmental entity
- Leadership, coaching, and teambuilding skills to strengthen and cultivate relationships
- Strategic and analytical thinking skills with an ability to solve problems and make decisions
- Ability to use a consultative approach to resolving employee and labor relations issues
- Ability to apply deductive reasoning and draw conclusions in order to solve problems and facilitate decision-making processes

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**Created:**

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