

CLASSIFICATION TITLE: *Induction Program Specialist*

DESCRIPTION OF BASIC RESPONSIBILITIES:

Under minimal supervision of the administrator is responsible for collecting, recording, maintaining and reporting of candidate records within state guidelines, including official transcripts, registration data, grades, verifications, fees, program eligibility, and letters of completion; performs a variety of responsible and complex coordination and secretarial duties in support of the programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.)

Credentials Support:

Plan and participate in educator advisement activities to assure compliance with California Department of Education (CDE) and California Commission on Teacher Credentialing (CTC) policies, Federal and State laws and regulations, Education Code, Administrative Code, and SCSOS policies; assist educator candidates in the transition to full certification; evaluate transcripts and work experience; answer technical and difficult questions requiring interpretation, research, and in-depth knowledge of regulations pertaining to educator credentialing and certification; remain current on Federal, State and County laws, regulations and policies related to Federal and State certification and credentialing, including renewal requirements; interpret, apply and explain procedures and assist educational institutions, Personnel Departments and certificated candidates in completing forms and other documents; communicate with the Personnel Departments of educational institutions and with the public to provide information and assistance related to CDE and CTC accredited credential and certification programs, including laws, rules, regulations, and activities and to resolve issues, complaints, or concerns; attend County and State trainings to remain informed of changes in Federal and State laws, Education Code, Administrative Code, CDE, and CTC Policies.

Advise and assist individuals and educator candidates seeking information and applying for credentials and certifications; evaluate and determine an individuals' eligibility for the Teacher Induction Program; notify individuals of requirements to meet credential and certification requirements; advise and assist educator candidates enrolled in SCSOS accredited credential and certification programs regarding program and credential requirements; monitor educator candidates' program progress and ensure that any SCSOS credential recommendations were correctly issued by the CTC; maintain accurate files and records of educator candidates in California Department of Education (CDE) and California Commission on Teacher Credentialing (CTC) accredited credential and certification programs; provide input as to CDE and CTC reporting mechanisms, revise and update reports as necessary, and specifications for program changes; maintain records for program costs and work with educational institutions and SCSOS department staff regarding the invoicing and updating of educator candidate records.

Administrative Support:

Responsible for a variety of technical and complex secretarial and coordination tasks without supervision; use a client-centered approach to all telephone conversations, giving information and responses not requiring the attention of a supervisor; compose and prepare a variety of correspondence, documents, and forms; create and disseminate a variety of materials and publications from oral directions, rough drafts, handwritten notes, or charts using a variety of software; compile, develop, monitor, and review a variety of reports and statistical data without supervision or direction; establish and maintain filing and record keeping systems; develop and maintain procedures, and databases, for a variety of department functions; make arrangements for travel, meetings, and professional development; arrange workshops including flyers, speaker(s), facility, nametags, and other related tasks; make appointments and maintain calendars for staff; coordinate and maintain a variety of work from more than one supervisor.

Financial Recordkeeping:

Prepare purchase orders, audit for accuracy, maintain inventory of program supplies, and materials. Assist in the review and adjustment of budgets; perform a wide variety of complex accounting functions; reconcile financial data.

Other:

Directs special projects assuring written and/or printed materials exemplify the quality and commitment of County Office operations; performs other job related duties as assigned.

MINIMUM QUALIFICATIONS:

Education, Training, and Experience:

Formal and informal education at a level sufficient to provide the ability to understand and perform duties comparable to the complexity of those listed herein; progressively responsible complex clerical work experience, preferably with experience in the credentialing field and/or Human Resources department of a school district, county office of education or university.

Knowledge of:

Federal and state laws, codes, regulations and requirements pertaining to areas of assigned responsibility; organization, procedures and operating details of the department to which assigned; maintain proficient knowledge in various office software (e.g., Microsoft Office, email, web browsers, databases, learning management systems, online programs and applications); modern office practices, procedures, and equipment as well as correct English usage, spelling, and punctuation; bookkeeping, accounting, and record keeping principles and procedures; data analysis techniques; understand long-term and short-term goals and outcomes for all aspects of the program; learn, interpret, and apply administrative and departmental policies with good judgment; analyze situations carefully and adopt effective courses of action; understand, use, and stay current with word processing, database, spreadsheet, desktop publishing, and web site computer programs; establish and maintain effective working relationships with staff and the general public; work effectively with constant interruptions; develop a variety of spreadsheets using complicated formulas and references; demonstrate the use of effective organizational and accounting skills; collect and analyze data objectively and prepare appropriate reports; typing and computer skills at a level necessary for expected job performance; deal effectively with a wide variety of personalities.

Skills and Ability to:

Plan, prepare, organize, prioritize own work to meet deadlines and accomplish assigned tasks within established timelines; inform candidates of their progress by promptly providing feedback and regular written correspondence; compile, administer, and complete documentation of candidates in formal cum and electronic format; maintain discretion and confidentiality in all professional relationships; express ideas and concepts clearly and concisely in both oral and written form; use language and medium appropriate to audience; establish and maintain cooperative and professional working relationships with individuals, groups, public and private agency personnel; analyze data and situation(s); render judgment, make decisions and solve problems efficiently and effectively; understand and carry out complex oral and written instructions; use computers and their software programs; organize, direct, coordinate and manage a variety of projects and programs; maintain and improve professional skills and knowledge; maintain an orderly work environment and perform tasks in prescribed and safe manner.

Physical Requirements:

The usual and customary methods of performing the job functions requires the following physical demands: Occasional lifting up to 25 lbs., carrying, pushing and/or pulling; some stooping, kneeling, crouching; reaching, handling; manual dexterity to operate a telephone and enter data into a computer; facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation; facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation; facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation; facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation; when applicable, facility to determine and differentiate colors with or without reasonable accommodation; when applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Adopted by the County Superintendent of Schools: 3/29/18