

**Sutter County Superintendent of Schools
Human Resources Department**

CLASSIFICATION TITLE: *Credentials/Substitute Services Assistant* **Salary Range: 9**

DEFINITION:

Under direction of the Credentials Coordinator performs specialized and technical functions and activities to manage and maintain the substitute pool of the Tri-County Substitute Teacher Consortium (Colusa, Sutter, Yuba counties); collaborates with Colusa and Yuba County Offices of Education to assure the process, policies and procedures of the consortium are accurately followed; provides services to potential substitute applicants by assisting with credential and employment applications and responding to inquiries; Lead facilitator in substitute teacher and substitute para educator employment orientations.

DIRECTLY RESPONSIBLE TO: Under the immediate supervision of the Credentials Coordinator.

SUPERVISION OVER: None

IMPORTANT AND ESSENTIAL DUTIES:

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

Substitute Services:

Maintains the Tri-County Substitute Teacher Consortium assuring all active substitutes have a current, valid credential and TB test on file; processes application packets, assisting applicants with all required documents to become a substitute; may make recommendations upon request to districts regarding possible long-term substitutes; maintains accurate and up-to-date data base and provides monthly substitute list to districts in Sutter County; maintains accurate and up-to-date data in the automated substitute calling system (AESOP); participates in monthly substitute orientations; participates in the coordination of staff development for substitute teachers; disseminates information to districts and to Colusa and Yuba counties as needed; collaborates with Colusa and Yuba counties to assure the process, policies and procedures are accurate and followed and suggests changes when necessary; handles telephone inquiries and walk-in traffic regarding substitute teaching qualifications, the application process, and the automated substitute calling system; monitor hours worked by substitutes to determine if they qualify for paid sick leave, and if/when they do, track hours earned and used.

Credential Processing:

Consistent with the requirements of California law, provides assistance on preparing substitute credential applications; responds to inquiries and clarifies credential requirements; notifies substitutes regarding credential expirations and requirements to renew; provides assistance to the Credentials Analyst/Human Resources Assistant in the area of gathering annual data on district certificated assignments and credentials for the purpose of monitoring.

Department Support:

Works as a team member of the Human Resources Department and serves as a back-up to other positions within the department during periods of peak workload or times when short staffed; insures that employment laws, regulations, and rules are strictly followed; provides support in the completion of various human resources office projects including, but not limited to, creating forms, compiling packets, maintaining files, preparing correspondence; responds to inquiries and provides information and assistance to employees, job applicants, and the general public; attends meetings, conferences and seminars with various human resources and credential network organizations; provides assistance in other related human resources areas as assigned.

MINIMUM QUALIFICATIONS

Education:

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.

Training and Experience:

Progressively responsible complex clerical work experience, preferably with experience in the credentialing field and Human Resources department of a school district, county office of education or university.

Knowledge of:

Basic California credentialing regulations and statutes; California Education Code; principles of general Human Resources practices and procedures in an educational or governmental agency; correct English usage, grammar, spelling, punctuation and vocabulary; record keeping and filing systems; effective telephone techniques; computer systems.

Skill and Ability to:

Understand and carry out oral and written instructions; participate in orientations with employees in a group setting; prepare and present clear and concise reports; plan, organize, and complete a variety of projects; maintain the security and confidentiality for specified records and information; prioritize and coordinate work flow and timelines so as to meet established deadlines or due dates; collect, interpret and analyze data as well as identify potential problems; establish and maintain effective work relationship with those contacted in the performance of required duties; interpret, explain, and apply Human Resources policies, laws, rules, and regulations; input data accurately at a rate required for successful job performance; read, interpret, research, explain, and apply state laws and CCTC rules, regulations, policies and procedures; work with minimal supervision; operate standard office equipment including computer, printer, copy machines, fax and calculator; effectively utilize computer and computer technology for information management and data gathering; utilize time management techniques to organize and prioritize work; compose correspondence; use word processing, create spreadsheets, and maintain data bases; communicate with diverse groups.