

**CLASSIFICATION TITLE:**        *Credentials and Substitute Services Coordinator*

**DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES:**

Under the general direction of the Director of Human Resources, performs specialized and technical functions to ensure the possession of valid, appropriate credentials for each person employed in certificated positions in Sutter County; provides information and assistance to individuals in the processing of credential applications; provides training and assistance to school district representatives and County Superintendent of Schools staff regarding credential requirements; serves as the lead coordinator of the Tri-County Substitute Teacher Consortium (Colusa, Yuba, and Sutter Counties) and oversees all processes and procedures are accurately administered; coordinates the daily work of assigned classified staff; serves as the liaison for the school districts in Sutter County; provides highly significant and complex assistance to the Human Resources Director.

**DISTINGUISHING CHARACTERISTICS:**

Positions in this class are characterized by a high degree of experience and in-depth knowledge of credentialing regulations, compliancy laws, and employment laws. This person resolves the more difficult technical questions and problems regarding credentialing and compliancy, and coordinates the work of assigned classified staff.

**DIRECTLY RESPONSIBLE TO:** Director of Human Resources

**SUPERVISION OVER:** Assigned classified staff.

**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 which may be found in positions within this classification.)

**Staff Supervision, Training, and Evaluation:**

Directs and supervises all credentialing and substitute functions of the county office and the county as a whole; coordinates, trains, supervises, and provides guidance or direction to personnel staff to ensure timely and accurate performance of assigned activities.

**Credentials:**

Serves as the lead credential information source for all certificated employees of the districts and the Sutter County Superintendent of Schools programs including Substitute Teachers; provides information and assistance to individuals in the processing of all types of credential applications and authorizations, including CTE, Child Development and out-of-state trained; reads, interprets, researches, explains, applies and communicates State and Federal laws and California Commission on Teacher Credentialing (CCTC) rules, regulations, policies and procedures; evaluates application packets ensuring completion and compliance with appropriate regulations; evaluates transcripts, experience and training of candidates for all teaching credentials, services credentials, and permits; submits for issuance various types of credentials in compliance with state laws and the regulations of the CCTC; assists districts in reviewing and approving teacher credential applications; grants temporary county certificates to applicants for the Substitute Consortium as well as district and county office employment; maintains appointment schedule of meetings with the general public both in person and via telephone and e-mail for the purpose of serving as the primary county resource regarding all credential matters; serves as liaison between CCTC, colleges and universities, districts, and credential applicants; maintains credential information on computer and compiles necessary reports; maintains frequent contact with representatives of other county offices, school districts, universities, professional organizations and state agencies.

**Compliancy and Monitoring**

Monitors district and County Office certificated employees regarding credential expirations and requirements for renewing and provides notification to credential holders; provides training and assistance to district representatives and the County Superintendent of Schools staff regarding credential requirements; establishes and implements procedures for compliance with State and Federally mandated assignment monitoring of all districts in Sutter County; ensures compliance with the Education Code and acts as a liaison between the California Commission on Teacher Credentialing and all Human Resources and agencies; reviews, monitors

and evaluates the working assignment of teachers, including reviewing the primary disability of students in special education classrooms, to determine if the teacher holds the appropriate, valid credentials and authorizations; compares actual subject assignment against valid credentials ensuring that all teachers are working within legal authorization; notifies districts and County Office of teacher assignment problems or concerns; assists districts in proper placement of instructors by providing various assignment and licensing alternatives; inputs and maintains credential data into computer systems for use in assignment monitoring; prepares and submits credential monitoring reports to the Commission on Teacher Credentialing as necessary; determines if certificated personnel in county office programs are highly qualified under NCLB and issues the Certificate of Compliance; assists school districts in determining highly qualified status under NCLB and prepare for state audits; serves as a member of the Sutter County Williams Lawsuit Team to ensure that all affected schools meet the credential requirements; responsible for compiling the data and reporting to the CA Department of education on both the EDMS (Equitable Distribution Monitoring Systems) and the CMIS (Compliance, Monitoring, Intervention, Sanctions Program); ensures the county office and school districts report teacher misconduct to the Commission on Teacher Credentialing as required by law; reviews the monthly payroll audit to determine if the holding of pay warrants is necessary; contributes to the data certification of CalPads.

#### Substitute Services

Coordinates the structure and implementation of the Tri-County Substitute Teacher Consortium (Colusa, Yuba, and Sutter counties); coordinates and oversees the work load of assigned classified staff ensuring that all substitute services are provided in a professional, timely, and consistent manner and that all substitutes are properly cleared to be placed into the substitute pool; trains staff how to process substitute permits and how to assist substitute teacher applicants to complete the application process; makes recommendations upon request to districts regarding possible long-term substitutes; maintains oversight of the automated substitute calling system and ensures staff supporting substitutes are trained and are able to handle inquiries from substitutes and school districts; handles complaints from the school districts regarding substitutes; communicates issues to the substitute and administers corrective action if necessary.

#### Department Support

Works as a team member of the Human Resources department and serves as a back-up to the Human Resources Director in their absence and in periods of heavy workload; ensures that employment laws, regulations, and rules are strictly followed; prepares and presents information to county office and district staff and the public through inservices and orientations; reviews transcripts and years of experience to recommend placement on the salary schedule; attends meetings, conferences and seminars with various Human Resources and Credential Network organizations to facilitate recommendations to the field and the Commission on Teacher Credentialing with regard to legislation, proposed legislative changes and Education Code including Title 5 and Federal regulations.

### **MINIMUM QUALIFICATIONS**

#### Education, Training, and Experience:

Formal education or training and experience at a level sufficient to provide the ability to understand and perform duties comparable in complexity to those listed herein. Knowledge and expertise in California credentialing regulations and statutes, and experience in Human Resources at a school district or county office level required.

#### Licenses/Certificates:

Valid California driver's license in order to drive from site to site as necessary.

#### Knowledge of:

California credentialing regulations and statutes; California Education Code; principles and practices of administration, supervision and training; principles of organization and management; 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:

Manage, direct and coordinate the services and activities of assigned staff; select, train, supervise and evaluate personnel; understand and carry out complex oral and written instructions independently; interpret, explain, and apply Human Resources policies, laws, rules, and regulations; compile information and prepare accurate reports; collect, interpret and analyze complex technical data as well as identify potential problems; apply good judgment in recognizing the scope of authority as delegated; train and coordinate the work of other staff members; maintain the security and confidentiality for specified records and information; input data accurately at a rate required for successful job performance; read, interpret, research, explain, and apply complex state laws and CCTC rules, regulations, policies and procedures; analyze situations accurately and adopt effective course of action; work independently; utilize time management techniques to organize and prioritize work so as to meet established deadlines or due dates; compose correspondence independently; do word processing, create spreadsheets, and maintain data bases; communicate with diverse groups; establish and maintain cooperative working relationships with all persons contacted during the course of performing assignments.

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.