

JOB DESCRIPTION

Job Title: *Credentials & Retirement Supervisor (7706)*

Job Summary:

The job of Credentials and Retirement Supervisor is done for the purposes of supervising, organizing and reviewing the verification and processing of credential documents; supervising the STRS & PERS retirement programs for certificated and classified personnel membership and separation; providing information and technical support to the county office, school districts, charter schools, preschools, applicants, the public, and other various agencies, with regard to credentialing and retirement laws; insuring that each certificated staff member within the county is properly assigned and their credentials are registered with the county office; supervising, directing, and evaluating the performance of assigned personnel; and, providing highly significant and complex staff assistance to the Assistant Superintendent, Human Resources and TCOE.

Essential Functions:

- ▶ Directs the work of the credentials and retirement department for the purpose of insuring compliance with state credentialing and retirement system requirements, practices, and policies.
- ▶ Attends & participates in professional meetings or conferences to maintain current knowledge of regulations, requirements and best practices governing credentials and retirement; and, to develop and implement policies and procedures to ensure compliance with current regulations, requirements and practices.
- ▶ Composes a variety of correspondence and reports related to credentialing and retirement systems for the purpose of complying with Education Code or Title 5 regulations.
Assists school districts and charter schools for the purpose of making appropriate certificated assignments.
- ▶ Reviews and monitors all certificated assignments in the Tulare County school districts and TCOE charter schools by verifying credential authorizations and codes for the purpose of verifying appropriate credentials as required by the Education Code, and reporting results of audit to the Commission on Teacher Credentialing.
- ▶ Notifies school districts and/or TCOE charter schools when misassignments are determined and assists with the correction of misassignments for the purpose of complying with Education Code/Title 5 regulations to insure all are corrected within time lines allowed by law; and, if necessary, withhold pay of the misassigned employees until they are properly assigned.
- ▶ Notifies certificated employees and their employers for the purpose of informing them of expiring credentials, the need to renew credentials, or the need to register their credentials.
- ▶ Reviews mid-month and end-of-the month payroll exception reports for the purpose of assuring valid certification is held for all certificated employees in the county and withholding pay warrants if no certification is held.
- ▶ Completes online credential recommendations for TCOE IMPACT and Induction program applicants and any other applicants for permits or credentials available by the Commission on Teacher Credentialing (CTC) for online recommendations.
- ▶ Evaluates college transcripts for the purpose of determining eligibility for teaching and supplemental authorizations within Education Code and Title 5 regulations; oversees the processing of credential applications; issues and monitors Temporary County Certificates for release of payroll warrants; and, reviews the credential applications prior to submitting to CTC for the purpose of verifying accuracy and completeness.
- ▶ Selects/trains/supervises/evaluates staff for the purpose of increasing the effectiveness of the work and developing the capacity of staff.
- ▶ Conducts training sessions; prepares for and delivers oral presentations; and, attends meetings with various departments and agencies and recruitment fairs when requested or needed.
- ▶ Reviews and processes criminal history reports for placement of teachers on the countywide substitute teacher list; notifies employers of subsequent arrest notifications from the DOJ, and Notices of Delays, All Points Bulletins, and State Licensing Match System alerts from CTC, which may result in the removal or suspension of certificated employees.
- ▶ Supervises the input of data and records regarding credentialing and STRS/PERS membership and separation or retirement for the purpose of record keeping and retrieving information.

Skills, Knowledge and/or Abilities Required:

- ▶ **Skills to:**
 - Manage personnel and programs;
 - Use a computer to input and retrieve data and write reports;
 - Analyze problems, develop solutions and make effective decisions and recommendations;
 - Research and interpret Education Code, Title 5 regulations, and other laws or policies related to credentialing and retirement.
 - Present technical information before a large audience using current technology and in a clear concise comprehensive manner.
- ▶ **Knowledge of:**
 - Interpersonal skills using tact, patience, and courtesy;
 - Education Codes, laws and Title 5 regulations regarding teacher credentialing, certificated assignment monitoring, and Williams Settlement assignment monitoring;
 - Credential types and requirements;
 - Principles and practices of certificated and classified retirement systems;
 - PERS/STRS laws and regulations;
 - Every Student Succeeds Act (ESSA) guidelines;
 - Detailed record keeping and report writing;
 - Modern office procedures and methods;
 - Personnel management principles and practices including selection, training, supervision and performance evaluations;
- ▶ **Ability to:**
 - Organize, direct and implement a comprehensive credentialing and retirement program;
 - Interpret and explain codes, rules and regulations related to credentialing and retirement programs;
 - Supervise, train and evaluate staff;
 - Establish and maintain effective working relationships with those contacted in the course of work;
 - Communicate clearly and concisely, both orally and in writing;
 - Multi-task.

Responsibilities include working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services. The usual and customary methods of performing the job's functions requires the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking and 10% standing. The job is performed under minimal temperature variations.

Experience Required:

- ▶ Five years of progressively responsible experience in the credentials field.
- ▶ Supervising experience is desirable.

Education Required:

- ▶ Bachelor's degree in business, public administration or education is highly desirable.

Certificates, Licenses, Clearances, Testing and/or Bonding Required:

- ▶ Valid California Driver's License and proof of automobile insurance.
- ▶ Department of Justice and FBI Fingerprint Response.

FLSA Status: Exempt

July 2018

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.