

Job Summary:

The job of Credentials and Retirement Supervisor is done for the purpose/s of supervising, organizing and reviewing the verification and processing of credentials, supervising the retirement program for certificated personnel, providing information and technical support to school districts and their certificated staff with regard to credential and retirement laws, insuring that each certificated staff member within the county is properly assigned and their credential is registered with the county office, providing retirement counseling as scheduled, and providing highly significant and complex staff assistance to the Assistant Superintendent, Human Resources.

Essential Functions:

- ▶ Assists school districts for the purpose of correcting teacher misassignments.
- ▶ Compiles reports required by the Commission on Teacher Credentialing and STRS for the purpose of complying with Education Code requirements.
- ▶ Directs the work of the credential department for the purpose of insuring compliance with state credentialing requirements.
- ▶ Makes on-site visitations to school districts for the purpose of credential monitoring as required by Education Code.
- ▶ Notifies teachers and school districts for the purpose of informing them of expiring credentials, the need to register their credential, or misassignments.
- ▶ Provides credential and STRS retirement information to school district employees, superintendents, and other management staff for the purpose of responding to questions regarding credential qualifications and retirement programs.
- ▶ Provides mathematical computations on retirement options for the purpose of assisting the STRS member to select the best retirement option for his/her individual needs.
- ▶ Provides, via workshops and/or individual meetings, highly technical information to members of the State Teachers' Retirement System (STRS) for the purpose of informing STRS members of their personal retirement plan options.
- ▶ Reviews individual's college transcripts for the purpose of determining compliance regarding qualifications for teaching and supplemental authorizations within Education Code regulations.
- ▶ Selects/trains/supervises/evaluates staff for the purpose of increasing the effectiveness of the work and developing the capacity of staff.
- ▶ Supervises the input of data and records regarding credentialing and STRS membership for the purpose of record keeping and retrieving information.
- ▶ Verifies credential authorizations with certificated payroll job codes for the purpose of determining teacher misassignments and insuring misassignments are corrected within time lines allowed by law and insuring pay is held until teachers are properly assigned and their credentials are registered with the county office.

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, laws and regulations regarding credentialing and retirement.
- ▶ **Knowledge of:**
 - Education Code, laws and regulations regarding teacher credentialing;
 - principles and practices of certificated and classified retirement systems;
 - basic record keeping and report writing;
 - modern office procedures and methods;
 - personnel management principles and practice including selection, training, supervision and performance evaluation;
 - detailed record keeping and report writing;
 - credential types and requirements;
 - STRS laws and regulations.
- ▶ **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:

- ▶ Job related experience within specialized field is required.

Education Required:

- ▶ Targeted job-related education that meets organization's prerequisite requirements.

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

August 2005

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.