

CREDENTIALS AND CONTRACT SPECIALIST

DEFINITION

Performs specialized technical credentialing functions in support of the employment, contracting, processing, assignment monitoring, and the compliant status related to Every Student Succeeds Act (ESSA) and other state and federal program mandates of District and charter school certificated employees.

TYPICAL DUTIES

- Researches, analyzes, evaluates, and processes documents to assist District and charter school certificated applicants in obtaining or renewing permits and credentials.
- Advises, assists, and qualifies certificated employees to obtain all added authorizations by either transcript and/or exam passage evaluations.
- Analyzes, prepares, inputs, and maintains data for a variety of District, state and federal reports and audits, including, but not limited to Williams, Annual State Assignment Monitoring, and other state and federal programs.
- Audits classroom student composition and school master schedules using various District data sources to ensure appropriate assignment of certificated staff.
- Processes contracts and related employment documents.
- Qualifies candidates and applies for emergency credentials, education code options, and other supplementary authorizations for employees and applicants for provisional and regular assignments.
- Monitors and alerts teachers and other certificated employees of their credential expiration date and advises them of renewal requirements and procedures.
- Notifies teachers, principals, and the Certificated Assignment and Support Services Unit that teachers with expired credentials may not be able to report to work.
- Reviews credential documents and maintains files of permanent, probationary, conditional, provisional, and substitute employees to determine that appropriate credentials have been obtained or applied for from the State.
- Interprets pertinent laws and rules governing assignment monitoring and ESSA teacher compliance.
- Advises Human Resources units of the eligibility of applicants to take examinations for positions requiring special credentials, and of applicants' eligibility for regular teaching assignments to specific subject areas.
- Obtains Temporary County Certificates for eligible certificated employees who have not received credential documents from the State.
- Evaluates, determines, and monitors ESSA compliance for all certificated staff in order to ultimately report findings to District, county, State, and federal offices.
- Verifies and forwards unregistered credentials to county offices for registration.
- Operates a computer to input codes and obtain information from county offices.
- Prepares and maintains numerical data on various types of emergency credential applications as required by law.
- Composes correspondence concerning credentials.
- Contacts State and county offices concerning credential laws and regulations.
- Assists in training clerical support personnel in counter, telephone, and routine clerical tasks related to credentials and contracts.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Credentials and Contract Specialist performs specialized technical credentialing functions in support of the employment contracting processing, assignment monitoring, and ESSA compliance of District and charter school certificated employees.

The Credentials and Contract Supervisor plans and supervises the activities of a specialized technical unit responsible for the credentialing functions in support of the employment, contracting, processing, assignment monitoring, and ESSA compliance of District and charter school certificated employees.

SUPERVISION

General supervision is received from the Credentials and Contract Supervisor. Technical direction may be given to lower-level clerical employees.

CLASS QUALIFICATIONS

Knowledge of:

- Personnel Policy Guide and pertinent Board rules
- Office management practices and procedures
- Requirements to qualify for and renew permits, credentials, added authorizations, and education code options
- Education Code, Title 5 of the Administrative Code, and collective bargaining agreements that pertain to the certification of teachers, administrators, and other employees requiring credentials
- Organization of the Los Angeles Unified School District
- Appropriate assignment of certificated employees
- Certificated contracts
- Every Student Succeeds Act

Ability to:

- Evaluate, for in and out of state applicants, training, experience, and educational records to determine if they meet applicable state and federal licensing requirements
- Communicate clear and concise information to certificated employees
- Compose correspondence and prepare clear, concise reports relating to the work of the office
- Interpret data related to teacher credentials, Every Student Succeeds Act, and assignments
- Maintain specialized personnel records
- Work effectively with applicants, employees, school administrators, State and county agencies, and local colleges and universities
- Utilize various computer applications such as word processing, spreadsheet, database, and email

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in office management and computer usage.

Experience:

Three years of clerical experience, which includes two years of experience involving processing of assignments in District systems, transcript evaluation, credential certification procedures or experience managing clerical procedures and activities in an office that included employee/public contact and the review, application, and interpretation of policies, procedures, and regulations.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
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