

TEHAMA COUNTY DEPARTMENT OF EDUCATION

PROJECT SPECIALIST / CREDENTIALS TECHNICIAN

DEFINITION:

Project Specialist:

Under minimal supervision of the Administrator of the Department, the Project Specialist will professionally represent and carry out the program vision and expectations. Perform a variety of responsible and complex coordination, technical, bookkeeping, and secretarial duties in support of the supervisor.

Credentials Technician:

To audit all certificated personnel throughout Tehama County; assist and provide current information on credentials to applicants, teachers and school district personnel in Tehama County. Acquires fingerprint clearances of school personnel and maintains records for the county.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

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

Project Specialist:

- Responsible for a variety of technical and complex secretarial and coordination tasks without supervision.
- Use a client-centered approach to all telephone conversations, giving information and responses not requiring the attention of a supervisor.
- Compose and prepare a variety of correspondence, documents, and forms.
- Create and disseminate a variety of materials and publications from oral directions, rough drafts, handwritten notes, or charts using a variety of software.
- Establish and maintain filing and record keeping systems.
- Develop and maintain procedures, and databases, for a variety of department functions.
- Prepare purchase orders, audit for accuracy, maintain inventory of program supplies, and materials.
- Make arrangements for travel, meetings, and professional development.
- Arrange workshops including flyers, speaker(s), facility, nametags, and other related tasks.
- Make appointments and maintain calendars for staff.
- Coordinate and maintain a variety of work from more than one supervisor.
- Compile, develop, monitor, and review a variety of reports and statistical data without supervision or direction.

- Assist in the development, review, and adjustment of budgets.
- Coordinate and maintain system for providing and accounting for substitutes as needed at school sites.
- Perform a wide variety of complex accounting functions.
- Develop a variety of documents for reporting financial information.
- Analyze and reconcile financial data.
- Coordinate the collection and preparation of financial and attendance reports required by the California Department of Education.
- Audit all account receivables, income, adjustments, and process through the computer.
- Responsible for the efficient and timely processing of accounts payable for program sites' fee collection data.
- Perform other duties as assigned.
- Drive occasionally for department business (optional).

Credentials Technician:

- Evaluates, prepares and submits all credential applications to the Commission.
- Evaluates all substitute teacher applications and prepares a timely list of available personnel to all school districts.
- Registers credentials and maintains records for all credentialed personnel employed in Tehama County.
- Assists the districts in assuring that teachers are credentialed in an appropriate manner and for the teaching assignment.
- Attends appropriate seminars and workshops to ensure understanding of the latest legislation and regulations regarding credentialing and notifies districts of significant changes.
- Maintains credential information on computer database and produces appropriate reports - annual monitoring report of one-fourth of the districts each year.
- Hosts annual "Spring Credential Workshop" for the northern counties.
- Composes and types correspondence relating to substitute teachers and credentials.

- Communicates, by telephone and correspondence, with California Commission on Teacher Credentialing, universities, school districts, other county offices and out-of-state applicants regarding all aspects of credentialing.
- Maintains file for the California Basic Educational Skills Test (CBEST). Keeps current on laws pertaining to the CBEST, and informs school districts of same.
- Works collaboratively with credentials technician backup to develop efficient client-centered processes for maintaining records and completing reports.
- Responsible for acquiring fingerprint clearances of school personnel and maintaining records for the county.
- When necessary, serve as backup for receptionist.
- Performs other office duties as may be assigned.

QUALIFICATIONS AND REQUIREMENTS:

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Project Specialist:

- Minimum of five (5) years secretarial experience in similar position or office management with at least two (2) years of experience or comparable training in bookkeeping.
- Experience in schools and/or education.
- Equivalent to the completion of the twelfth grade.
- Associate Degree in accounting or related field can be substituted for bookkeeping experience.

Credentials Technician:

- Three years of increasingly responsible secretarial experience
- Equivalent to the completion of the twelfth grade, including or supplemented by coursework or training in word processing, filing, and office practices.

KNOWLEDGE OF AND ABILITY TO:

Project Specialist:

- Organization, procedures and operating details of the department to which assigned.
- Modern office practices, procedures, and equipment as well as correct English usage, spelling, and punctuation.
- Bookkeeping, accounting, and record keeping principles and procedures.
- Data analysis techniques.

- Understand and follow operating procedures in alignment with the policies, goals, and missions of the sponsoring agency and the Tehama County Department of Education (Lead Educational Agency – L.E.A.).
- Understand long-term and short-term goals and outcomes for all aspects of the program.
- Learn, interpret, and apply administrative and departmental policies with good judgment.
- Analyze situations carefully and adopt effective courses of action.
- Train, monitor, and direct assigned office staff.
- Understand, use, and stay current with word processing, database, spreadsheet, desktop publishing, and web site computer programs.
- Establish and maintain effective working relationships with staff and the general public.
- Work effectively with constant interruptions.
- Develop a variety of spreadsheets using complicated formulas and references.
- Demonstrate the use of effective organizational and accounting skills.
- Collect and analyze data objectively and prepare appropriate reports.
- Typing and computer skills at a level necessary for expected job performance.
- Deal effectively with a wide variety of personalities.

Credentials Technician:

- High school education or equivalent
- Valid California driver's license with evidence of insurance
- Typing and computer skills at a level necessary for expected job performance
- Methods, procedures and policies of the department;
- Record keeping procedures and practices;
- Proper English usage, spelling, grammar, and punctuation;
- Bookkeeping practices and equipment.
- Ability to communicate effectively with others, demonstrating tact, diplomacy and sensitivity to their concerns; ability to exercise good judgment and make decisions;
- Ability to keep records;
- Ability and willingness to work with numerous interruptions and distractions.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry push, pull, or otherwise move objects.
- This type of work involves sitting, walking or standing, and may involve some running.
- Perceiving the nature of sound, near and far visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.