

Bakersfield City School District
Education Center - 1300 Baker Street
Bakersfield, California 93305
Personnel Services

TITLE: CERTIFICATION SPECIALIST

- QUALIFICATIONS:**
1. Knowledge of modern office practices and procedures and skill in operation of common office equipment including but not limited to computer and word processing equipment
 2. Knowledge of California Education Code sections related to certificated employees and California certification laws and regulations; ability to interpret and apply applicable policies, procedures, laws, rules, regulations pertaining to California teacher certification and variety of university certification program requirements
 3. Training and experience in specialized clerical work including experience in a personnel office organization and management; responsible and technical experience in certificated employee certification procedures
 4. Ability to work effectively with staff and public and respond appropriately in situations requiring specialized knowledge, tact and good judgment; ability to maintain the security of sensitive, confidential and privileged information
 5. Ability to follow oral and written directions; ability to use independent judgment and train and direct work of others
 6. Ability to plan and conduct complex clerical operations requiring effective accountability and controls
 7. Ability to develop statistical data and reports
 8. Must pass required tests

REPORTS TO: Administrator as assigned

JOB GOAL: To assist in the effective administration of district personnel and teacher certification programs by providing clerical and technical support services

PERFORMANCE RESPONSIBILITIES:

1. Serves as primary district resource in area of teacher certification/assignment; maintains current credential information and provides credential counseling for staff and public; receives, reviews and processes applications and related documents for credentials, permits, waivers, board resolutions, etc.
2. Provides individualized credential counseling and guidance for district intern, pre-intern and emergency permit staff; works cooperatively with district and university staffs to determine proper certification program placement for teachers; maintains related records
3. Provides technical information to site administrators regarding proper assignment practices; reviews, monitors and audits certificated assignments to ensure compliance with laws and regulations; maintains related records and files
4. Coordinates work of department staff assigned to duties related to teacher certification and assignment; works cooperatively with district new teacher preparation and support staff; assists teachers and staff in acquisition and issuance of credentials
5. Serves as liaison with county, state and university credential offices, and other related agencies; attends meetings and inservices as required
6. Plans, schedules and performs variety of complex clerical/technical duties related to district personnel programs; types letters, requisitions, reports, employment verifications and miscellaneous documents; files, answers

phones, operates office machines; develops systems and procedures to ensure accountability and controls

7. Provides information and assistance to staff and public requiring knowledge of personnel policies, regulations and guidelines
8. Provides orientation and receives required documentation for new employees including fingerprinting, medical reviews, certification, etc.
9. Processes personnel transactions and prepares transmittal documents for changes in employee status; calculates salaries; updates personnel records and prepares contracts; checks, prepares, assembles and tabulates materials and information from various sources to produce miscellaneous records and reports
10. Provides support as needed in absence of Personnel Assistants; assists Personnel administrators/assistants in other areas as assigned

TERMS OF EMPLOYMENT: Salary and work year according to current schedule; confidential salary schedule, class 8

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable