

## CREDENTIALS AND CONTRACT SUPERVISOR

### DEFINITION

Plans, organizes, and supervises technical clerical work of a unit responsible for performing specialized 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

Plans and supervises specialized technical-clerical activities of a unit engaged in advising certificated applicants and employees of various credential requirements, reviewing and evaluating transcripts and other documents, providing credential authorizations, verifying and registering credentials with county and State offices, and preparing contracts and related employment paperwork.

Interprets and applies State, county, and Board of Education rules and regulations regarding education, experience, and other requirements necessary for applicants to obtain various credentials; maintains pertinent county, State, and Board manuals; and disseminates and clarifies current laws, rules, and regulations to employees in the unit.

Establishes priorities, assigns work to subordinates, and coordinates the work flow between various units of a section to meet deadlines and provide efficient services for certificated employees and applicants.

Investigates and resolves credential authorization problems for principals, certificated personnel offices, applicants, and various other District units.

Contacts State and county offices, local colleges and universities, administrators, employees, and applicants to obtain or impart information regarding rules, regulations, and procedures for various credentials.

Receives confidential information; maintains communication with Employee Relations and other appropriate District offices regarding the issuance, denial, and revocation of credentials; and maintains related records.

Reviews and evaluates records for out-of-State applicants to determine compliance with Board, county, State, and federal regulations for credential certification and teacher assignments.

Prepares and/or directs the preparation of correspondence, bulletins, and statistical and special reports related to credentials activities.

Develops, recommends, and implements forms, methods, and procedures related to credentials activities.

Trains and evaluates the performance of subordinates.

Organizes and directs the maintenance of credential codes and other complex records and files.

Supervises and reviews procedures used to enter employee credential records and to obtain information from county offices.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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.

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.

## SUPERVISION

General direction is received from the Coordinator, Credentials, Contract and Compliance Services Unit. General supervision is exercised over lower-level technical and clerical personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- 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
- Personnel Policy Guide and pertinent Board rules
- Requirements to qualify for and renew permits, credentials, added authorizations, and education code options.
- Resource information required in the interpretation of transcripts
- Office management practices and procedures
- Appropriate assignment of certificated employees
- Certificated contracts
- Organization of the Los Angeles Unified School District
- Every Student Succeeds Act

### Ability to:

- Supervise effectively
- Interpret and apply provisions of the Education Code, Administrative Code, and collective bargaining agreements as they apply to credential requirements
- Develop new procedures and work methods
- Work effectively with applicants, employees, school administrators, and personnel from State and county agencies and local colleges and universities
- Compose correspondence and prepare clear, concise reports
- Interpret data processing codes related to teacher credentials and assignments
- Utilize various computer applications such as word processing, spreadsheet, database, and email

## ENTRANCE QUALIFICATIONS

### Education:

An Associate of Arts degree or equivalent from a recognized college or university, preferably including courses in office management, supervision, and computer usage. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

### Experience:

Three years of experience in the authorization of credentials and/or contracts evaluation of training and experience for certificated applicants and employees. All experience must be with the Los Angeles Unified School District.

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  
08-28-17  
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