

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	BTSA Induction Technician	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Office-Technical)
<b>SERIES:</b>	None	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	9677	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Human Resource Services	<b>SALARY:</b>	Range 50 Salary Schedule C
<b>REPORTS TO:</b>	Assigned Supervisor	<b>HR APPROVAL: REVISION:</b>	06-14-10

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**BASIC FUNCTION:**

Perform a variety of advanced, specialized secretarial, clerical, and technical support duties in the review and processing of documents relating to the certification of certificated personnel; ensure credential requirements are met; assist in assuring smooth and efficient office operations.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Create, maintain, and monitor credential and induction databases and other related documents; prepare training materials, handbooks, and other documents for the Beginning Teacher Support and Assessment (BTSA) Program. **E**

Evaluate transcripts to determine eligibility for new credentials, new authorizations for existing credentials and Board resolutions, or other temporary measures to remedy misassignments; identify and report misassignments, and assist with appropriate remedies. **E**

Establish and maintain contact with the California Commission on Teacher Credentialing and the Sacramento County Office of Education Credentials Office to assure compliance; attend workshops, and review legislation and other publications to remain current regarding new laws, rules, and regulations governing credentials. **E**

Interpret credential requirements for the department and district staff, as well as individual certificated employees. **E**

Research and analyze data relating to credentials utilizing computer database management programs; coordinate the collection and preparation of data through computer-generated reports required by district personnel, and/or state and federal agencies; provide, update, and maintain data and reports required by the district and outside agencies. **E**

Determine acceptable units for certificated employees for salary advancement, and recommend salary increases according to established practices and negotiated agreements. **E**

Assist with beginning teacher, pre-intern, mentor, and intern programs; maintain current information related to credential requirements, and provide current information to others as needed. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Compose correspondence independently or from oral instructions using a computer; prepare and edit letters, memorandums, reports, catalogs, and forms; request, provide, or verify information; receive, screen, and route mail. **E**

Process records and folders according to established guidelines and procedures; schedule appointments; prepare informational materials and packets; record information in various computer database programs. **E**

Operate a computer and related software to input, output, update, and access a variety of records and information; generate records, reports, lists, and summaries; compose reports independently, and prepare letters, memos, forms, and other documents as required; operate standard office equipment; lift light objects. **E**

Prepare and store documents using modern office equipment and technology including computers, scanners, copiers, and electronic storage devices; understand indexing parameters and procedures. **E**

Provide excellent customer service by establishing positive relationships with district personnel, applicants, representatives from external organizations, and others; respond to phone calls, e-mails, letters, and other communications. **E**

Promote teamwork by sharing knowledge, providing cross-training for other employees, cooperating with others, participating in meetings and work groups, and supporting the goals and objectives of the district and the department. **E**

Perform related duties as assigned.

**TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: associate’s degree, and four years of personnel or labor relations experience. Prefer school district experience in the area of credentials.

**LICENSES AND OTHER REQUIREMENTS:**

Overall scores in computer software testing program preferred as follows:

- Keyboarding .....55 Correct WPM
- Word.....80% Overall Score
- Excel.....80% Overall Score

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- District and personnel policies, procedures, and terminology.
- State and/or federal laws and regulations pertaining to credentials.
- Certificated classifications and assignment practices.
- Certificated bargaining unit agreements.
- Credentials and college/university transcripts.
- Electronic document imaging, and applicant tracking systems.
- Record-keeping techniques, filing systems, and information management.
- Operation of a computer, related software, and standard office equipment.
- Duties performed by certificated employees.
- Fair and Equal Opportunity policies and regulations.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Effective interpersonal skills using tact, patience, and courtesy.
- Oral and written communication skills.
- Health and safety regulations.

**ABILITY TO:**

- Perform the basic function of the position.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures related to credentialing.
- Evaluate college/university transcripts and credentials.
- Learn and apply rules and regulations related to credentialing in the State of California.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Operate electronic document imaging and applicant tracking systems.
- Analyze data; prepare and maintain statistical data and other records.
- Operate a computer, scanner, related software, and standard office equipment.
- Meet schedules and time lines, and complete work with many interruptions.
- Lift light objects according to safety regulations.
- Establish and maintain cooperative and effective working relationships.
- Communicate effectively, both orally and in writing.
- Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**SAMPLE ENVIRONMENT:**

Office environment; fast paced work with fixed deadlines; constant interruptions.

**SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read, prepare documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

**APPROVALS:**

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Robert R. Garcia, Chief Human Resources Officer

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Date

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Jonathan P. Raymond, Superintendent

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Date