SACRAMENTO CITY UNIFIED SCHOOL DISTRICT Position Description

TITLE:	Credential Auditor	CLASSIFICATION:	Classified Confidential
SERIES:	None	FLSA:	Exempt
JOB CLASS CODE:	;969	WORK YEAR:	12 Months
DEPARTMENT:	Human Resource Services	SALARY:	Range 61 Salary Schedule C
REPORTS TO:	Chief Human Resources Officer	BOARD APPROVAL: HR REVISION:	02-01-01 09-06-12

BASIC FUNCTION:

Perform independent, specialized tasks to assist in the smooth and efficient operation of Human Resource Services by monitoring certificated assignments, compliance with "No Child Left Behind" (NCLB) or Every Student Succeed Act (ESSA), applications, and renewals to ensure credential requirements are met; Concende.0014774c20x0000dbxFj3.8330 Prepare items related to credentials, emergency permits, and related information for submission to the Board of Education for review and approval; follow-up on board items to assure and permitting the second of gold approved of