

TEHAMA COUNTY DEPARTMENT OF EDUCATION
JOB DESCRIPTION
CREDENTIALS ANALYST (MANAGEMENT)

DEFINITION:

Under supervision of the Assistant Superintendent-Human Resources, the Credentials Analyst will 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.

- Evaluates, prepares and submits credential applications to the Commission.
- Oversees the evaluation of all substitute teacher applications and the preparation of 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.
- Participates, coordinates, and presents, as appropriate, at staff development and support programs, including state credential workshops.
- Attends state CTC meetings and other 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 and districts.
- Composes and types correspondence relating to 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.
- Drive occasionally for department business (optional).

QUALIFICATIONS:

High school education or equivalent

Typing and computer skills at a level necessary for expected job performance

Knowledge of:

Methods, procedures and policies of the department; record keeping procedures and practices; proper English usage, spelling, grammar, and punctuation; bookkeeping practices and equipment; appropriate dress for the office.

Ability to:

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; and ability and willingness to work with numerous interruptions and distractions.

EXPERIENCE AND EDUCATION:

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:

EXPERIENCE:

Three years of increasingly responsible secretarial experience

EDUCATION:

Equivalent to the completion of the twelfth grade, including or supplemented by coursework or training in word processing, filing, and office practices.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

Revised: July 2013