

MARIN COUNTY OFFICE OF EDUCATION CLASSIFIED POSITION DESCRIPTION

CREDENTIALS ANALYST

THE POSITION:

Under administrative direction, processes requests for certification and substitute teaching services for all credentialed personnel in the Marin County public schools; advises and counsels individuals and districts in all aspects of credentialing requirements as set forth by California Education Code and other applicable regulations; coordinates and maintains substitute teachers' register for county school districts; monitors school districts for proper assignment of certificated personnel and is the Marin County Office of Education resource on CBEST and other necessary information for certificated personnel.

SPECIFIC DUTIES:

1. Receives, reviews and processes all applications (initial and renewal) for teaching credentials for all school districts in Marin County.
2. Prepares, updates and distributes countywide substitute teachers' register.
3. Maintains and updates computerized data records of all credentials and their expiration dates, notifying certificated personnel of impending expirations.
4. Maintains communication with school districts and Commission on Teacher Credentialing concerning credentialing procedures and concerns and keeps abreast of laws, rules and regulations affecting credentialing procedures and requirements.
5. Enters and maintains all credential criteria and applicant information on computerized records.
6. Monitors payroll records to ascertain proper credentialing.
7. Annually monitors and reviews assignment practices in at least one fourth of all school districts in Marin County to assure compliance with assignment provisions. Prepares annual assignment report for the Marin County Office of Education showing assignment, credential and noting exceptions.
8. Assists applicants with all testing information.
9. Reviews substitute teacher professional goals and approves professional growth plans as professional growth advisor.

10. Performs other duties as assigned requiring essentially the same effort, skill and responsibilities when work requirements are changed or modified.
11. Prepares California Basic Educational Data Systems by updating applicable forms.

MINIMUM REQUIREMENTS:

TRAINING, EDUCATION AND EXPERIENCE

- Education: Requires high school education or recognized equivalent plus specialized training to become familiar with State Education Code as it pertains to credentials requirements and processing.
- Experience: Requires experience gained through job training or on related work to job training; the total normally is in excess of one year but seldom in excess of three years. Requires excellent keyboarding skills and the ability to operate a variety of software programs on a personal and/or mainframe computer. May be required to be a Notary Public.