

MARIN COUNTY OFFICE OF EDUCATION

CLASSIFIED POSITION DESCRIPTION

CREDENTIALS ANALYST

DEFINITION:

Under administrative direction, performs specialized and complex technical duties processing requests for certification and substitute teaching services for all credentialed personnel in Marin County 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 the substitute teachers' list for county school districts; provides oversight, training, and assistance in monitoring school districts for proper assignment of certificated personnel. Acts as the Marin County resource in all aspects of credential requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this class. Job descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. Typical tasks include:

- Receives, reviews, and processes applications (initial and renewal) to the California Commission on Teacher Credentialing (CCTC) for teaching credentials and emergency permits for Marin County;
- Prepares, updates, and publishes the countywide substitute teachers' list ensuring all active substitutes have current valid credentials, fingerprint clearance, required immunizations, and trainings;
- Maintains and updates records of all credentials and their expiration dates, for all district certificated staff and countywide substitute teachers;
- Maintains ongoing communication with school districts and the Commission on Teacher Credentialing regarding credentialing procedures and concerns; keeps abreast of laws, rules and regulations affecting credentialing procedures and requirements;
- Receives, monitors, researches, and works with Personnel leadership to take necessary steps to implement payholds as required;
- Tracks and relays confidential CTC notifications regarding credential suspensions, revocations, and reinstatements to the appropriate employer;
- Annually oversees the monitoring and assignment reviews for all school districts in Marin County to ensure compliance with assignment provisions. Working with districts, submits documentation to CDE supporting the legal authorization for assignment for all positions requiring certification. Prepares quarterly monitoring reports for Districts and the Marin County Office of Education, notifying districts and countywide substitute teachers of impending expirations;
- Assists credential applicants with all information for initial application, renewal or additional authorization requirements;
- Performs complex credentialing administrative work involving the use of independent judgment and initiative; analyzes situations and makes appropriate decisions without immediate supervision;
- Assists with planning, preparing, and co-facilitating job fairs, workshops, trainings, and countywide meetings providing advice and expertise on the requirements and procedures for attaining credentials and permits;
- Attends trainings, workshops, and conferences to stay current with CCTC requirements;
- Working with Personnel leadership, submits the California Basic Educational Data Systems and other reporting, as applicable;

- Performs other duties as assigned requiring essentially the same effort, skill, and responsibilities when work requirements are changed or modified.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TRAINING, EDUCATION, AND EXPERIENCE

Any combination of education and experience that provides the knowledge and abilities is qualifying. Education: Typically, this would include a high school diploma 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.

May be required to be a Notary Public.

Required to hold a valid CA Driver License and proof of insurance when driving is an assigned job duty.

KNOWLEDGE OF:

- Standard English usage, spelling, grammar and punctuation;
- Word processing, spreadsheet, database and computer report development software at a level of proficiency sufficient to successfully perform assigned duties;
- Office methods, practices, and procedures;
- Effective organization and communication strategies;
- Sufficient human relations skills to communicate technical and highly complex concepts to others and convey a positive, service-oriented image of the organization;
- Safe work practices.

ABILITY TO:

- Develop, and implement new or revised procedures based on researching, understanding, interpreting, and applying information prescribed by codes, regulations, manuals, directives, and statutes;
- Create and maintain complex spreadsheets, files, and reports using relational databases and other types of record-keeping systems;
- Operate standard business office machines including, but not limited to, computer, copier, calculator, fax, scanner and other office equipment;
- Work cooperatively and effectively with those contacted during the course of work;
- Handle sensitive information with discretion;
- Plan, organize, and prioritize own work to meet deadlines and accomplish tasks within established timelines;
- Maintain orderly work environment and perform tasks in a prescribed and safe manner;
- Effectively coordinate a variety of simultaneous tasks;
- Maintain and improve professional skills and knowledge, applying training information to on-the-job work activities;
- Be flexible and receptive to change.

SKILLS IN:**Language Skills:**

- Sufficient written communication skills to effectively produce reports, memos, emails, letters, or other documentation;
- Oral communication skills demonstrating tact, diplomacy, and sensitivity to individual concerns;
- Reading comprehension skills to interpret policies, administrative regulations and programs and accurately explain these to others.

Reasoning Ability:

- Ability to apply a wide range of procedures and the analysis of facts to determine what action should be taken within the limits of standard practice, referring unusual cases to supervisor;
- Ability to apply common sense understanding and multiple variables to carry out complex instructions;
- Decision making skills to exercise independent thinking and good judgment;
- Effectively coordinating a variety of simultaneous functions in a multi operational department;
- Broad based research skills to identify and collect appropriate data given minimal direction.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Regularly required to talk or hear;
- Uses hands to finger, handle, or feel;
- Reaches with hands and arms;
- Occasionally required to stand and walk;
- Occasionally lifts and/or moves up to 25 pounds;
- Vision abilities required include close vision, color vision, and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions: While performing the duties of this job, the employee:

- Works in an office environment with minimal exposure to health and safety issues.
- Frequently works with a video display terminal for prolonged periods;
- The noise level is typical of an open office work environment with background noise of telephones and conversations;
- Functions with frequent interruptions.

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