

CREDENTIALS ANALYST

Purpose Statement

Under general supervision, the Credentials Analyst analyzes professional preparation programs, including those completed outside of California, to determine eligibility for California teaching and services credentials; processes credential applications and records licenses; reviews certificated assignments; provides technical leadership and direction; perform formal assignment monitoring and serve as the lead for assignment monitoring system support for all San Diego County Local Educational Agencies, coordinates workload; assists in training staff; and performs related duties as assigned.

Diversity Statement

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Representative Duties

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Distinguishing Characteristics:

The Credentials Analyst differs from the classification of Credentials Technician, as the Credentials Analyst performs duties of higher complexity such as assignment monitoring, serving as administrator for web-based assignment monitoring systems, and coordinating credentialing work.

Essential Functions

- Assists in coordinating the operation of the Credentials Unit by providing technical leadership, training, and assistance to other Credentials staff.
- Assists in organizing work assignments and setting work priorities.
- May take the lead in contacting representatives of other districts and agencies and in arranging for services provided by the Credentials Unit.
- Serves as administrator for web-based application system/assignment monitoring reporting system.
- Performs the most difficult and complex support staff work assignments of the Unit.
- Assesses, recommends, and informs applicants of California credential requirements according to Education Code and Administrative Code regulations of the State of California.

- Analyzes and evaluates out-of-state coursework, training, and experience to determine qualification for California teaching and service credentials.
- Informs applicants of coursework necessary to meet California credential requirements.
- Analyzes transcripts and assists in application for supplementary teaching authorizations.
- Analyzes and interprets credential regulations for school district personnel staff, university credential staff and general public.
- Develops trainings and makes presentations regarding the interpretation of credential regulations.
- Monitors certificated assignments in public schools throughout the County and assists in the preparation of reports for the Commission on Teacher Credentialing.
- Interacts with school district personnel administrators and support staff to resolve credentialing problems.
- Determines and reports misassignments to the state; advises and provides information for corrective action/remedy/solution.
- Advises on certificated recruitment for compliance and accuracy of credential requirements.
- Issues warrant holds for certificated personnel not appropriately credentialed.
- Assists in the analysis and interpretation of legislation related to credential requirements and certificated employment.
- Consults with institutions of higher education regarding applicants' qualification for credentials.
- Enters credential information and maintains an on-line credential data information system, including credential registration.
- Determines eligibility for and issues temporary teacher assistant certificates.
- Maintains teacher referral database to provide district with current information of qualified certificated candidates.
- Registers credentials utilizing an on-line data system.
- Initiates processing of credential applications and forwards to Commission on Teacher Credentialing.
- Issues Temporary County Certificates.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Knowledge and Abilities

KNOWLEDGE OF:

Credentialing requirements, processes, and regulations for educators in the State of California;

Relevant provisions of California Education Code, Title 5 regulations, State of California laws, rules, and regulations, as they relate to credentialing processes;

Standard office procedures and practices;

The use of common office computer systems and software.

ABILITY TO:

Communicate effectively orally and in writing in order to clearly explain procedures and requirements;

Prepare and make oral presentations;

Maintain complex files and records requiring attention to detail, interpretation and accuracy;

Work with frequent interruptions;

Work under pressure and meet strict deadlines;

Utilize an on-line data system and interpret information displayed;

Utilize effective telephone techniques in responding to inquiries and requests from a varied clientele;

Work effectively independently and as part of a team with minimum supervision;

Organize and prioritize work;

Exercise appropriate judgment in making decisions;

Maintain confidentiality of information;

Demonstrate attendance sufficient to complete the duties of the position as required.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Experience: Three (3) years' technical work experience in a school district or university credentials office. Experience must include complex record keeping and a high level of interpersonal contact.

Education: High school diploma or equivalent.

Equivalency: High school diploma or equivalent and three (3) years' technical work experience in a school district or university credentials office. Experience must include complex record keeping and a high level of interpersonal contact.

Required Testing

N/A

Certificates

N/A

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

Drug Test and TB Clearance

FLSA State: Non-Exempt

Salary Range: Classified Support Grade 058

Personnel Commission Approved: June 15, 2022

Revised: N/A