JOB DESCRIPTION

JOB TITLE: Credential Analyst
JOB FAMILY: Personnel Support Services
RANGE: 60

DEFINITION OF PRIMARY FUNCTIONS AND RESPONSIBILITIES:

Under direction of Assistant Superintendent/Personnel Services, plans, organizes and carries out a comprehensive program of personnel management functions relating to credentialing and assignment of certificated personnel.

DISTINGUISHING CHARACTERISTICS:

Performs technical and specialized functions in support of the employment, credentialing and processing of District certificated employees; maintains communication between schools, teachers, administration, the Riverside County Office of Education and the Commission on Teacher Credentialing (CCTC).

TYPICAL DUTIES

- Assists in a comprehensive program of certification and assignment of certificated personnel;
- Reviews assignments for NCLB Compliance;
- Monitors and conducts audits of teacher assignments to determine validity;
- Notifies appropriate administrator(s) of incorrect assignments and provides options to correct;
- Verifies summer school and extra period assignments for appropriateness;
- Assists in the evaluation of candidates for employment by reviewing credentials for proper authorization and assignment, and assists in the orientation of new teacher personnel;
- Informs credential applicants and district administrators regarding laws, rules, qualifications and procedures pertaining to certification;
- Answers questions and interprets technical aspects of credential requirements for employees and the general public;
- Assists in the development of new personnel policies and regulations;
- Recommends, develops and implements forms and procedures;
- Interprets District rules, federal and state laws and education code guidelines;
- Processes and reviews new and renewal applications for a variety of credentials and permits, and reviews documents for completeness and appropriateness of information for all certificated personnel of the District;
- Reads and analyzes transcripts;
- Assists certificated personnel with the registration of credentials with the Riverside County Office of Education and processes applications for Temporary County Certificates (TCC);
- Assists certificated staff to ensure that renewal requirements for their credentials/permits are timely and complete;
- Notifies certificated employees of expiring credentials and renewal dates;
- Assists in the administration of negotiated employer/employee contracts;
- Assists with the appropriate placement of staff in district BTSA and Induction programs;
- Updates and inputs into the Personnel Services Credential data base;
- Reviews for eligibility of certificated staff for SDAIE training;
- Confirms and records completion of coursework, workshops and training for BTSA and Induction programs on the RIMSBTSA website;

TYPICAL DUTIES, continued

- Assists in the preparation of the filing of the annual Declaration of Need with the Commission on Teacher Credentialing;
- Prepares correspondence to appropriate agencies relating to credentialing matters;
- Prepares backup information and agenda items for the Board Personnel Report, as requested;
- Collects and compiles information to compose routine or special reports and agenda materials;
- Prepares documentation of various personnel actions and maintains security of sensitive personnel matters;
- Maintains employee credential files and records in a confidential manner;
- Maintains NCLB Compliance records and various files and records;
- Attends meetings, conferences and workshops regarding certification and assignment of certificated personnel;
- Works closely with the California Commission on Teacher Credentialing, the Riverside County Office of Education, colleges and universities, and other appropriate public agencies relating to credential matters;
- Coordinates with the Riverside County Office of Education Credentialing/Payroll Office to clear monthly payroll and verify valid credential status;
- Performs routine clerical tasks, as needed and operates word processing and/or computer terminal equipment;
- Performs other related duties, as assigned.

QUALIFICATIONS GUIDE

Knowledge Of:

- State credentialing requirements and processing
- Personnel laws, rules and regulations involved in processing certificated personnel
- Certificated contract agreements
- Modern office practices, procedures and equipment
- Record keeping techniques
- Operation of a computer and assigned software
- Oral and written communication skills, including correct English usage, grammar, spelling, punctuation and vocabulary
- District organization, operations, policies and objectives

Ability to:

- Interpret, explain and apply a variety of technical rules, regulations policies and procedures concerning credentialing and assignment;
- Assist teachers in obtaining and renewing credentials appropriate to assignment

Ability to, Continued

- Read and interpret transcripts
- Communicate effectively both orally and in writing
- Work confidentially and with discretion
- Work independently with little direction
- Plan and organize work to meet District, State and County deadlines