

SENIOR CREDENTIAL ANALYST

Basic Function

Under the direction of the Assistant Superintendent, Personnel, perform technical and specialized functions in support of the employment, credentialing, and processing of District certificated employees; maintain communications between schools, teachers, administration, County, and the Commission on Teacher Credentialing. Train and perform lead duties of the support staff.

Representative Duties

Perform technical and specialized functions in support of the employment, credentialing, and processing of District certificated employees; review new teacher files for credentials, university transcripts, and experience; determine appropriate salary classification and step; assure credentials match assignment requirements such as core subjects; notify individuals if further course work is needed to clear the credential and provide related materials. Track credentials from preliminary to clear making sure all certificated employees are in compliance within a five-year period

Prepare contract and related employment paperwork; establish files; receive fingerprints cleared with the Department of Justice and process credential applications; send information to the County for processing at the Commission on Teacher Credentialing; meet individually with certificated employees to discuss credentialing concerns.

Verify and record proper credentialing of teachers and other certificated employees; monitor expiration date of credentials; notify certificated staff of credential expiration dates and maintain current information on credential requirements; update computer records.

Monitor and review classroom assignments to verify proper placement for credentials; obtain information from enrollment reports and school sites; assure classes taught match appropriate credentials; report discrepancies to appropriate administrator.

Gather, compile, and evaluate official transcripts and other information; receive, review, and verify graduate coursework completed and graduate degrees earned; determine salary adjustments as appropriate; prepare payroll information and submit to payroll for salary advancement.

Prepare and maintain a variety of records and files regarding certificated personnel and prepare related reports; maintain statistical records regarding credentials including emergency, one-year non-renewables, preliminaries, interns, Cross-cultural, Language and Academic Development Certificates, federal No Child Left Behind (NCLB) requirements and other statistics.

Maintain employee information including sick leave, contract issuance, longevity and tenure eligibility, employee history and related information; input data into assigned program.

Senior Credentials Analyst - contd.

Ability to learn, understand, and apply the NCLB requirements for all certificated personnel teaching core subjects.

Give NCLB statistical information to educational services for reports twice a year.

Prepare and distribute NCLB compliancy certificates to all certificated personnel teaching core subjects.

Communicate with administrators, personnel, and outside organizations to coordinate activities, resolve issues and conflicts, and exchange information; maintain communications between schools, teachers, administration, County, and the Commission on Teacher Credentialing.

Provide planning, assistance, and information regarding personnel activities; assist District and site administrators, certificated staff and others regarding credential regulations, eligibility requirements and assignment authorizations.

Research and prepare formal notices to certificated employees regarding credential expiration dates; provide notice to teacher, counselors, administrators, and substitute teachers.

Attend a variety of meetings, workshops, and inservices as required; maintain currency on applicable legislation and education codes; prepare certificated board agenda items.

Operate a computer and other office equipment as assigned.

Perform related duties as assigned.

Knowledge And Abilities

Knowledge of:

State credential requirements and processing.

Laws, rules, 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.

Telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Interpersonal skills using tact, patience, and courtesy.

Applicable sections of State Education Code and other applicable laws.

District organization, operations, policies, and objectives.

Senior Credentials Analyst - contd.

Ability To:

Supervise and coordinate duties of Credential Analyst.
Perform technical and specialized functions in support of the employment, credentialing, and processing of District certificated employees.
Maintain communications between schools, teachers, administration, County, and the Commission on Teacher Credentialing.
Assist certificated staff in obtaining and renewing teaching credentials required by the position.
Read and interpret transcripts.
Interpret, apply, and explain rules, regulations, policies and procedures.
Add, subtract, multiply, and divide quickly and accurately.
Communicate effectively both orally and in writing.
Work confidentially with discretion.
Maintain records and prepare reports.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Plan and organize work.

Education and Experience

Any combination equivalent to: graduation from high school and three years increasingly responsible professional human resources experience.

Working Conditions

Physical Demands:

Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting for extended periods of time.
Bending at the waist, kneeling or crouching to file materials.

Senior Credentials Analyst - contd.

9/18/06