

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: SENIOR CREDENTIALS ANALYST

BASIC FUNCTION:

Under the direction of the Senior Administrator, Human Resources, oversee and participate in County Office credentialing services to assure certificated personnel hold valid and appropriate credentials; supervise fingerprinting activities; coordinate credential support services, record-keeping functions and document processing to meet County Office and school district credentialing needs; train and provide work direction and guidance to assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

between staff, administrators, school districts, outside agencies, governmental organizations and others; assure proper and timely resolution of credentialing issues and problems.

Train and provide work direction and guidance to assigned personnel; assign employee duties and review work to assure compliance with established standards, requirements and procedures; provide input concerning employee evaluations as requested; coordinate and conduct in-services concerning the credentialing process.

Provide consultation to certificated staff, administrators, applicants, school districts and others concerning credential eligibility, applications, requirements and procedures; respond to inquires and provide technical information concerning related standards, practices, time lines, policies, laws and regulations; advise school personnel regarding legal assignment alternatives.

Lead and participate in assuring teachers and other certificated staff hold proper credentials; monitor and assure proper placement and assignments of certificated staff; analyze assignments to assure compliance with lydocumentation and follow up on credentials as needed; compile and distribute application packets and provide recommendations to the CCTC for the issuance of credentials as appropriate; monitor credential expiration dates and assure employees meet renewal requirements.

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Ewing Consulting Services

Approve a variety of credential applications and issue temporary certificates as appropriate.

Attend, conduct and participate in a variety of meetings, conferences and workshops.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

County Office credentialing services involved in assuring certificated personnel hold valid and appropriate credentials.

Advanced principles, techniques, procedures and terminology involved in the credentialing of certificated personnel.

Current laws, codes, regulations, policies and rules related to credentialing.

State credential requirements and procedures.

Practices and procedures related to certificated personnel.

Operations, policies and objectives relating to personnel activities.

Fingerprinting and related live scan practices, requirements and procedures.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Policies and objectives of assigned programs and activities.

Principles of training and providing work direction.

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

Record-keeping and report preparation techniques.

Operation of a computer and assigned software.

ABILITY TO:

Oversee and participate in County Office credentialing services to assure certificated personnel hold valid and appropriate credentials.

Coordinate credential support services, record-keeping functions and document processing to meet County Office and school district credentialing needs.

Train and provide work direction and guidance to assigned personnel.

Provide consultation to certificated staff, administrators, applicants, school districts and others concerning credential eligibility, applications, requirements and procedures.

Senior Credentials Analyst - Continued