



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION CREDENTIALS ANALYST

DEFINITION:

Under supervision, this position performs a variety of technical duties related to certificated assignment monitoring and application processing. Responsible for clearance and document maintenance of all certificated, licensed and permitted personnel throughout Tehama County

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks that may be found in positions within this classification.

- Perform a variety of technical duties in the review and processing of applications and other documents to ensure certificated personnel hold valid and appropriate certification; verify and evaluate transcripts, records and applications to determine eligibility for credentials
- Serve as a technical resource to personnel, school site staff and various outside agencies concerning credential eligibility, requirements and procedures; respond to inquiries and provide information; distribute application materials and related information as requested
- Evaluate, prepare and submit credential applications to the California Commission on Teacher Credentialing (CTC).
- Conduct annual assignment monitoring of Tehama County Districts per current regulations and procedures.
- Maintain credential information on computer database to produce appropriate reports and submit annual monitoring report to CTC each year.
- Review monthly payrolls to ensure all Tehama County certificated personnel hold valid credentials while performing certificated services; initiate paycheck holds as necessary
- Process all substitute teacher applications and maintain list of available personnel to all school districts.
- Register credentials and maintain records for all credentialed, licensed and permitted personnel employed in Tehama County.
- Participate, coordinate, and present, as appropriate, at staff development and support programs, including state credential workshops.
- Attend CTC meetings and other appropriate seminars and workshops to ensure compliance with the latest legislation and regulations regarding credentialing. Communicate with districts when there are significant changes.
- Plan and facilitate an credential meetings/trainings for districts when appropriate.
- Communicate effectively and timely with CTC, universities, school districts, other county offices and out-of-state applicants regarding all aspects of credentialing.
- Draft and edit policies and procedures to ensure clarity, accuracy, and compliance with organizational standards and regulatory requirements.
- Notarize documents by verifying signatures and administering oaths, ensuring legal authenticity and compliance.
- Work collaboratively with credentials staff to ensure efficient client-centered processes for maintaining records and completing reports.
- Responsible for acquiring fingerprint clearances from DOJ and maintaining records for the County Office and Tehama County schools. Serve as Custodian of Record through DOJ Coordinate the process and maintain accurate and updated records of the fingerprint clearinghouse.
- Performs other office duties as assigned.
- Drive occasionally for department business (optional).



Tehama County Department of Education
Job Description
Credentials Analyst

EXPERIENCE AND EDUCATION:

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

- Equivalent to the completion of the twelfth (12th) grade supplemented by training in clerical skills or relevant computer software applications programs.
- Three years of increasingly responsible clerical experience that demonstrates the ability to perform the duties described.
- Experience in an educational setting preferred

KNOWLEDGE OF:

- Federal and state statutory regulations, policies and procedures applicable to credentialing, licensing, and child development permits in the State of California.
- Computer applications related to the work, including word processing, database and spreadsheet software.
- Techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work. Deal effectively with a wide variety of personalities and situations requiring poise, friendliness, and diplomacy.
- English usage, grammar, spelling, vocabulary, and punctuation; business arithmetic and basic statistical techniques.
- Principles and practices of data collection and report preparation.

ABILITY TO:


- Maintain confidentiality.
- Work independently with a minimum of guidance and supervision.
- Maintain human working relationships and collaborative interactions with others, with County Office staff and district/school staff.
- Respond to and effectively prioritize multiple tasks, phone calls, customer requests and other miscellaneous demands as necessary for assigned responsibilities.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.
- Typing at a level necessary for expected job performance.
- Exercise good judgment and make decisions.
- Keep accurate records.
- Work with numerous interruptions and distractions.

PHYSICAL DEMANDS:

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

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Created: <u>September 2013</u>	Revised: <u>July 2, 2024</u>
APPROVED	
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