

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED JULY 2022
SCHEDULE: #85 – 18.5
CLASSIFIED MANAGEMENT – OVERTIME EXEMPT
CODE: 1, 2, 6, 8**

CREDENTIALS MANAGER

DEFINITION

Under general direction, perform a variety of complex technical duties in the monitoring of certificated assignments and renewals to assure compliance with State credential requirements;

oversee the processing of applications and other documents to assure certificated personnel hold valid and proper credentials;

train and evaluate the performance of assigned personnel.

EXAMPLES OF DUTIES

Perform a variety of complex technical duties in the monitoring of County Office and districts' certificated assignments and renewals to assure compliance with State credential requirements;

assure credentialing activities comply with established State guidelines, policies, regulations and procedures;

organize work assignments and determine priorities to assure timely and accurate performance of assigned activities;

oversee and participate in the processing of applications and other documents to assure certificated personnel hold valid and proper credentials for various County Office programs and submit to the California Commission on Teacher Credentialing (CCTC) for review;

provide teachers with credential renewal information;

train and provide work direction and guidance to assigned personnel;

supervise and evaluate the performance of assigned personnel;

provide technical assistance to human resources staff concerning credential procedures and requirements;

develop and update credential data for district access and compliance review;

correspond with the district personnel and resolve miss-assignment issues as needed;

conduct on-site visits to review certificated assignment concerns and recommend corrective action for compliance via appropriate credentials or other legal options;

maintain contact with school districts to assure personnel are current regarding credential requirements, rules, and regulations; and assist districts in employability of certificated staff;

evaluate course work, training and experience on an individual basis and advise on completing full certification requirements;

oversee fingerprinting activities;

issue temporary County certificates for employment purposes according to established guidelines;

attend CCTC and other workshops, conferences and meetings, and review legislation and other publications to remain current regarding new laws, rules and regulations governing credentials;

develop and implement policies and procedures to assure compliance with established laws, rules and regulations;

conduct trainings and workshops related to new legislation or changes in legislation as appropriate;

compile information and prepare and maintain a variety of records and reports related to credential information, compliance issues and assigned activities;

maintain credential records and appropriate automated system;

submit annual State-mandated reports to appropriate agency according to established time lines;

compose related correspondence, letters, memos, forms and other documents as needed;

serve as a subject matter expert to County Office personnel, school site staff and various outside agencies concerning credential authorizations, requirements, and application procedures;

conduct on-site training and workshops for district personnel, college staff and others as needed;

operate a variety of office equipment, including a computer and assigned software and other standard office equipment, and drive a vehicle to various sites to conduct work;

communicate with County Office personnel, school districts, colleges, universities, governmental agencies and various outside organizations to exchange information, coordinate activities, resolve issues or concerns and streamline processes for credentialing and employment;

collaborate with new teacher support programs;

primary contact for the CCTC and California Department of Education (CDE) related to assignment monitoring utilizing CalSAAS;

primary contact for the KCSOS, Kern County School Districts, and Charters for all questions related to assignment monitoring prior to contacting the CTC;

assist KCSOS, District, and Charter School Administrators in the understanding of policies and procedures for the purpose of ensuring compliance with credentialing and state mandated assignment requirements;

provide support to KCSOS, Kern County School Districts, and Charters during job fairs; evaluate transcripts and verify candidates credential eligibility for positions;

attend workshops and review legislation and other publications to remain current regarding new laws, rules and regulations governing credentials/permits;

develop and implement policies and procedures to ensure compliance with established CTC updates, laws, rules, and regulations;

serve as the liaison with KCSOS, District, and Charter Human Resources and Payroll systems for the purpose of preserving permanent records, including on-line credential renewals, posting credential/permit information on applicable websites, and determining when payroll warrants are to be held;

communicate with KCSOS, Kern County School Districts, and Charters when removal of certificated staff member(s) from their current assignment(s) is required for lack of child support payment, credential revocations, expired credentials or unresolved mis-assignments;

complete and transmit recommendations as an Authorized Designee established by the CTC to clear credentials for KCSOS, District, and Charter approved induction programs;

counsel applicants regarding coursework needed to fulfill teacher credentialing/permit requirements;

request data, reports, Declarations, Board Agendas and Minutes related to processing teacher permits/credentials; assist districts with obtaining Validation of Service;

work in collaboration with county office, school district, charter and private school Human Resources personnel, Credential Specialists, Induction Programs, Career Technical Education Program Personnel, outside agencies, and Institutes of Higher Education (IHE's), to exchange information, coordinate activities and resolve issues;

perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Current laws, codes, regulations and rules related to credentialing;

State of California credential requirements and procedures;

practices and procedures related to certificated personnel;

principles and practices of supervision and training;

operations, policies and objectives relating to personnel activities;

applicable sections of State Education Code and other applicable laws;

County Office organization, operations, policies and objectives;

oral and written communication skills;

technical aspects of field of specialty;

interpersonal skills using tact, patience and courtesy;

record-keeping and report preparation techniques;

public speaking techniques.

Ability to:

Perform a variety of complex technical duties in the monitoring of certificated assignments and renewals to assure compliance with State credential requirements;

interpret, apply, explain and assure compliance with rules, regulations, policies and procedures;

maintain current knowledge of laws, rules and regulations governing credentials;

develop and implement procedures to assure compliance with established laws, rules and regulations;

compile and verify data and prepare reports;

prepare and maintain various records and reports related to assigned activities;

prepare and conduct effective oral presentations;

communicate effectively, both orally and in writing;

establish and maintain cooperative and effective working relationships with others;

analyze situations accurately and adopt an effective course of action;

operate a variety of office equipment, including a computer and assigned software;

meet schedules and time lines;

plan and organize work;

work independently with little direction.

Education and Experience:

Any combination equivalent to: bachelor's degree in education, public administration or a related field and four years increasingly responsible human resources experience, including two years' experience processing credentials.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position is overtime exempt and has a probationary period of one year.

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7/7/2022

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