

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED SEPTEMBER 2022
RANGE: 46.5
CLASSIFIED
CODE: NONE**

CREDENTIALS ANALYST

DEFINITION

Under the direction of the Credentials Manager; perform a variety of specialized duties in the review and processing of documents relating to the certification of personnel; serve as a specialized resource to county office, school district personnel and applicants concerning credential/permit eligibility, requirements and procedures; assist in the monitoring of certificated assignments, applications and renewals to ensure compliance with credential requirements and authorizations as set forth by the California Commission on Teacher Credentialing (CTC).

EXAMPLES OF DUTIES

Assist school districts and individuals to process applications and renewals to ensure compliance with credential/permit requirements and authorizations; distribute application materials and related information as requested; notify employees of expiration dates and assist with the renewal process; receive and record credential information for registration with the county;

attend and assist school districts during Kern County job fairs; evaluate transcripts and verify candidates credential eligibility for positions at the school district;

communicate with administrators, staff, applicants, outside agencies and the public to exchange information, coordinate activities and resolve issues or concerns;

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

create, modify, and evaluate forms and databases as necessary to reflect changes in regulations affecting credential processes;

establish and maintain certificated employee and applicant records and files including assignment, credential, status and related information; prepare various reports related to credentials and assigned activities; maintain automated records; generate a variety of computerized lists and reports as requested; ensure accuracy of input and output data;

initiate and receive phone calls to clarify credential/permit requirements and procedures, interpret legislation and policies; prepare and disseminate related correspondence, forms, announcements and other materials as needed; schedule appointments for application processing, fingerprinting and credential filing;

keep current on credentialing legislation and administrative changes;

maintains KCSOS credentials department webpages for the purpose of overseeing and updating the site with current and relevant information;

perform a variety of technical duties in the review and processing of documents relating to the certification of personnel; receive, review and process applications for teaching permits and credentials; conduct audits of payroll exception reports for school districts to ensure certificated personnel hold valid and appropriate permits/credentials prior to releasing pay warrants for certificated payrolls;

perform complex, detailed review and audit of information provided by the CDE, CTC, and School districts used to inform the public of assignment determinations of all certificated individuals throughout Kern county;

perform the registration and recording of all credentials, certificates, waivers and permits for designated districts, charter and private schools throughout the county;

process various credential/permit documents; evaluate college transcripts for employee and prospective employee applications; verify employee information with outside agencies as appropriate; review and process all types of credential certification applications and documents;

provide verification of candidates' credential/permit eligibility for districts and other hiring agencies and issue Temporary County Certificates (TCC's) as appropriate;

provide assistance to staff at the county office, school districts, charters and private schools related to the California Longitudinal Pupil Achievement Data System (CALPADS) as it relates to CalSAAS;

review school districts' staff on Declarations of Need for completion of emergency credential applications and maintain related files; Provide training and resources in relation to the need for the completion of DONs;

serve as a resource to all Kern County School District administration, personnel and certificated staff members on certificated assignments;

serve as a resource to interested individuals wanting to pursue careers in teaching on university programs, exams, required coursework, and any additional credentialing requirements;

attend and participate in a variety of assigned meetings, committees, conferences, and/or special events; assist with planning and delivering in-services as assigned;

comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent;

exhibit professionally appropriate interpersonal skills, including but not limited to, tact, patience, flexibility and courtesy.

QUALIFICATIONS

Knowledge of:

California Commission on Teacher Credential (CCTC) Assignment Monitoring and Review. (AMR) and CalSAAS;

CALPADS;

CTCs Administrators Assignment Manual;

Office practices, procedures and equipment including, but not limited to, a computer and assigned software applications;

practices and procedures related to certificated personnel; operations, policies and objectives relating to personnel activities;

State of California credential requirements and procedures;

proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication;

State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.

Ability to:

Determine appropriate action within clearly defined guidelines;

establish and maintain certificated employee and applicant records and files;

meet schedules and timelines;

monitor certificated assignments, applications and renewals to ensure compliance with credential/permit/waiver requirements and authorizations;

serve as a technical resource to district personnel and applicants concerning credential eligibility, requirements and procedures;

verify and evaluate transcripts, records and applications to determine eligibility for credentials;

work collaboratively and maintain effective working relationships with others in the course of work in assigned area;

analyze and evaluate situations accurately and adopt an effective course of action;

communicate effectively both orally and in writing;

drive a vehicle to conduct work;

work confidentially and with discretion;

work independently with minimal direction.

Experience:

Five years of increasingly responsible experience in human resources, including three years working directly with credential processing.

District/county office experience preferred.

Education:

High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.

Associate's degree preferred.

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 has a probationary period of six months or 130 days, whichever is longer.

TS: rn

9/9/2022

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