

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: CREDENTIALS ANALYST

BASIC FUNCTION:

Under the direction of the Senior Administrator, Human Resources, perform a variety of technical duties involved in monitoring, processing and analyzing a variety of documents and information to assure certificated personnel hold valid and appropriate credentials; provide consultation to certificated staff, applicants, school districts and others concerning credential eligibility, requirements and procedures; prepare and maintain related manual and automated records and reports.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical duties involved in monitoring, processing and analyzing a variety of documents and information to assure certificated personnel hold valid and appropriate credentials; assist in assuring credentialing activities comply with established guidelines, standards, requirements, laws, regulations, policies and procedures.

Provide consultation to certificated staff, applicants, school districts and others concerning credential eligibility, applications, requirements and procedures; respond to inquires and provide TD (eligibilitlated manual and automa
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Assist staff with obtaining and renewing credentials and changing credential status; monitor and keep staff current concerning progress towards meeting credential requirements; notify individuals of required course work and tests to obtain or clear credential and provide related materials.

Communicate with staff, faculty, administrators, school districts, governmental organizations, outside agencies and the public to exchange information, coordinate activities and resolve issues or concerns.

Maintain current knowledge of State credential requirements, legislation, laws, regulations, policies and procedures; research and evaluate related manuals, informational guides and information as needed.

Compose and distribute a variety of correspondence related to credentialing and assigned activities; duplicate and distribute materials as needed.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software.

Attend and participate in various meetings, conferences and workshops as assigned.

Participate in a variety of other assigned activities such as taking fingerprints, assembling credential application packets, performing back-up receptionist duties and delivering presentations concerning State credentialing.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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.

Oral and written communication skills.

Modern office practices, procedures and equipment.

Interpersonal skills using tact, patience and courtesy.

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

Record-keeping and report preparation techniques.

Operation of a computer and assigned software.

