

JOB TITLE: Credentials Analyst and Induction Manager

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Performs analytical and specialized technical work specific to credentialing and certificated assignments in a comprehensive educational program setting. To provide technical consultation on state credentials system, rules, regulations, and processes for COE agency staff, local school district personnel and the general public. Coordinates and supervises all work in the Human Resources Department related to the credentialing of certificated employees. Participates as a key advisor on the Professional Support Options Committee to ensure that support providers are appropriately assigned. Provides leadership and facilitation in the recruitment of certificated employees and substitutes for the Solano County Office of Education (SCOE).

JOB REQUIREMENTS AND QUALIFICATIONS

Education and Experience

Any combination of education and experience necessary to obtain required knowledge, skills and abilities to do the job. Normally, this level of knowledge, skill and ability would be acquired with completion of high school, plus five or more years of related experience that has included responsibility comparable to that found in a position assigned to this classification.

Knowledge of:

- Credentialing laws, rules, codes, regulations and procedures.
- Educator Effectiveness strategies
- Recruitment and retention strategies

Ability to:

- Interpret, apply and explain credential laws and procedures.
- Apply specialized knowledge and exercise judgment in rendering credentialing decisions.
- Interpret and explain Education Code provisions pertaining to the credentialing process.
- Maintain accurate and complete records, and prepare clear and concise reports.

- Analyze situations accurately and adopt an effective course of action.
- Make decisions independently based on logical and justifiable reasoning.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

ESSENTIAL DUTIES

- Receives, screens and processes credentials, permits, and waiver applications received in the County Office of Education.
- Provides assistance and advice on preparing applications for credentials; responds to inquiries, and clarifies credential requirements, laws and regulations; registers approved credentials with the Solano County Office of Education.
- Maintains communications with school districts and the Commission on Teacher Credentialing (CTC) regarding procedures and concerns and keeps abreast of laws, rules, and regulations affecting credentialing procedures and requirements.
- Audits teaching assignments in a specific number of districts on an annual basis that requires knowledge on the type of credential/permit/waiver held by teachers.
- Prepares annual report to the Commission on Teacher Credentialing regarding assignment practices of monitored districts.
- Informs districts of updates to the Administrator's Assignment Manual and Waiver Handbook. Keeps districts updated on new and pending legislation applicable to the overall credentialing process.
- Advises COE and school district administrators, teaching and service staff, and prospective certificated employees on credentialing matters and assignment issues.
- Serve as technical resource to COE personnel, public and non-public school site staff, and concerning credential authorizations, requirements and application procedures; conduct onsite training and workshops for districts technicians as needed.
- Maintains credential records and up-to-date computer database information.
- Receives credential documents processed by CTC on applicants in Solano County and processes them through SCOE, sending documents to appropriate district and updating computer database.
- Attends and presents at CTC and PASSCO workshops and conferences.

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- Analyzes and recommends action plans with teachers to meet the requirements to be highly qualified.
- Supervises all work related to certificated employee credentials in the Solano County Office of Education.
- Works directly with the Internal Director of Business Services and the Director of Human Resources to analyze Independent Contractor documents to verify that the assigned work has the appropriate credential authorizations as necessary.
- Facilitates the recruitment of certificated employees with SCOE programs and universities to ensure appropriate needs and authorizations are consistent.
- Facilitates the recruitment of substitutes for certificated positions by working directly with universities to recruit and prepare applicants.
- Works collaboratively with SCOE and the certificated bargaining unit in the selection of support providers and trainers for certificated employees who are in the process of clearing their credentials. This includes, STPS, PIPS, INTERNS, and those with a Level 1 credential.
- Works directly with the Assistant Superintendent of Human Resources/Educator Effectiveness and district administrators on all new requirements for the Administrative Clear Credentials timeline and requirements.
- Analyzes credentials of all coaches attached to the Clear Administrative Credential Program for the Solano County Office of Education.
- Participates on the Management Advisory Council for the Solano County Office of Education.

MARGINAL DUTIES

- May assist with other technical Human Resources Department activities.
- May participate for management in the CFIER process, negotiations and contract management.
- Performs other management and administrative functions as assigned.
- Performs other related technical and analytical duties as required.

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SUPERVISION RECEIVED

Employees in this classification receive limited and general supervision. Directly responsible to the Assistant Superintendent of Human Resources/Educator Effectiveness.

SUPERVISION EXERCISED

Employees in this classification may supervise staff in the Human Resources Department as assigned.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (15%) Walking (15%) Sitting (70%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40) Lifting (2) Bending (3)

Pushing and/or Reaching Kneeling or

Pulling Loads (1) Overhead (2) Squatting (3)

Climbing Stairs (2) Climbing Ladders (0)