



Leadership • Collaboration • Support

JOB TITLE: Credentials Analyst and Induction Manager

Classified Management Salary Schedule, Range 13

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Under the direction of the Associate Superintendent of Human Resources and Educator Effectiveness, directs and coordinates credentialing responsibilities for the Solano County Office of Education (SCOE) to assure compliance with policies of the Commission on Teacher Credentialing (CTC) and California Department of Education (CDE), federal and State laws, and Education and Administrative Code. Monitors and trains districts, charter schools, and non-public schools to ensure compliance with certificated staffing requirements, certificated recruitment, preparing applications for CTC, and issuing Temporary County Certificates (TCC's). Supervises all work in the Human Resources Department related to the credentialing of certificated employees.

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

- Assists and advises districts, charter schools, non-public schools, and members of the public in the preparation of applications for certification documents; evaluates transcripts and educator preparation; coordinates submission of applications to the CTC; registers granted credentials with SCOE.
- Processes TCC requests from Solano County districts, charter schools and non-public schools.
- Monitors credential related regulation and policy changes and provides updates, specialized training, and implementation support to districts, charter schools and SCOE staff.
- Facilitates communication between SCOE, districts, charter schools, non-public schools, or individual applicants and the CTC regarding certificated staffing regulations and practices.
- Audits SCOE's annual certificated data submission to CDE via the California Longitudinal Pupil Achievement Data System (CALPADS) to ensure accuracy and successful integration with CTC's California Statewide Assignment Accountability System (CalSAAS).
- Serves as the Solano County system administrator of CalSAAS maintaining SCOE, district and charter school user accounts, training users, coordinating with CTC to resolve system issues, and ensuring timely completion of the annual certificated monitoring process.
- Performs annual audits of Solano County districts, SCOE, and SCOE authorized charter school assignments subject to credentialing requirements in compliance with state regulations; monitors audits of district authorized charter schools.
- Tracks certificated staffing compliance for schools in Solano County subject to Williams Act monitoring.
- Monitors SCOE teacher compliance with the requirements of the Every Student Succeeds Act (ESSA) and prepares ESSA "4 week" letters for department administrators.

- Prepares independently or in conjunction with other SCOE staff, reports for the CTC, CDE, and the Solano County Board of Education regarding assignment monitoring and certificated staffing.
- Participates in SCOE oversight responsibilities for SCOE approved charter schools; monitoring teacher and substitute teacher staffing practices and master schedules; attending and presenting on charter school topics at County Board of Education meetings; providing guidance and assistance to charter school staff.
- Maintains SCOE's credential record system, tracking valid credentials and temporary county certificates.
- Tracks and relays confidential CTC notifications regarding credential suspensions, revocations, and reinstatements to the appropriate employer.
- Oversees the monitoring of SCOE and district certificated payrolls and the resolution of pay holds.
- Participates in CTC and CDE workshops and conferences, and in professional organizations including the Credential Counselors and Analysts of California and the Personnel and Administrative Services Steering Committee.
- Assists with the recruitment and onboarding of SCOE certificated staff; performs eligibility evaluations; coordinates with educators and universities to ensure timely and appropriate credential issuance; facilitates and maintains valid intern and induction program agreements with partner institutions.
- Provides support to SCOE's certificated staff, developing and monitoring educator action plans to meet credentialing and/or ESSA deadlines.
- Participates in the identification and assignment of support providers for SCOE educators who are either new to SCOE, in a new assignment type, or who have not yet earned a clear credential.
- Meets with SCOE, district, and charter school representatives as needed to facilitate credential related discussions with administrators and their staff.
- Works directly with the Associate Superintendent of Human Resources and Educator Effectiveness, SCOE's Local Program Coordinator, the Association of California School Administrators, and district administrators to facilitate SCOE's Clear Administrator Credential Program (CACP) and Instructional Leadership coaching services.
- Manages enrollment of program candidates, candidate billing, coach recruitment and training, coach payroll; oversees the CACP budget, and monitors the credential recommendations of program completers for clear administrative credentials.
- Provides credential counseling and support to private preschool staff and individual preschool teachers regarding CTC certification for instruction and supervision of state and federally funded preschools.

- Assists the Director of Human Resources as needed with the verification of the appropriateness of certificated duties performed by Independent Contractors.
- Participates on SCOE's Management Advisory Council (MAC).
- Supervises all work related to certificated employee credentials in the Solano County Office of Education.

MARGINAL DUTIES

- May assist with other technical Human Resources Department activities.
- May participate for management in the California Foundation for Improvement of Employer Relations (CFIER) process, negotiations and contract management.
- Performs other management and administrative functions as assigned.
- Performs other related technical and analytical duties as required.

SUPERVISION RECEIVED

Employees in this classification receive limited and general supervision. Directly responsible to the Associate Superintendent of Human Resources and 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
Pulling Loads (1) Reaching
Overhead (2) Kneeling or
Squatting (3)

Climbing Stairs (2) Climbing Ladders (0)