

Alameda County Office of Education

JOB TITLE: Senior Credentials Specialist (Range 18 CSEA)

JOB SUMMARY :

Advises districts on appropriate credentials for certificated assignments, assists teachers in credentialing, and monitors teacher assignments in districts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Advises districts on appropriate credentials for certificated assignments.

Assists and counsels teachers, school districts, charter schools, and private educators in processing applications for California certification and credentialing.

Explains complex credentialing requirements and application procedures.

Oversees the work of other positions in the department.

Enters credential information into and maintains database of credentialing information.

Monitors teacher assignments in districts.

Analyzes transcripts and foreign transcript evaluations for California certifications.

Assists and counsels teachers and school districts regarding teacher certification and credentialing.

Explains credentialing requirements and application procedures.

Evaluates and processes applications to be submitted to the Commission on Teacher Credentialing.

Reviews applications for Temporary County Certificates and issues when requirements have been met.

Verifies and registers credentials and provides documents to employing agencies.

Advises district personnel and administrators regarding appropriate credentials for teaching assignments.

May receive and process Department of Justice fingerprint clearances and criminal records reports for substitute teachers.

Counsels new personnel of public and nonpublic schools and charter schools on teacher credentialing.

Follows through on problem issues in credentialing.

Supplies technical information in the absence of the supervisor.

Performs related duties as required.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ABILITY TO

Interpret and explain policies and procedures.
Schedule and coordinate meetings.
Prepare and maintain records and files.
Establish, maintain effective relationships.
Operate modern office equipment.
Operate a personal computer and software.
Meet schedules and timelines.
Maintain records and prepare reports.
Communicate effectively orally and in writing.
Understand, follow oral and written directions.
Answer telephones courteously and efficiently.

KNOWLEDGE OF

Commission on Teacher Credentialing - Credentials Handbook.
Education Code Title V.
Credentialing rules and regulations.
Coded correspondence terminology and procedures.
Confidentiality policies and practices pertaining to fingerprint and criminal reports.
Filing system organization and maintenance.
Operation of computers and related software.
Coordination of clerical assignments.
Modern office practice and procedures.
Department operations and policies.
Interpersonal skills.
Correct English usage.
Telephone etiquette.

EDUCATION and/or EXPERIENCE

Associates degree in a related field or equivalent; three years increasingly responsible credential experience in a school district or county office of education; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

None required.

LANGUAGE SKILLS

Ability to read and comprehend instructions, correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide using whole numbers.

REASONING ABILITY

Ability to apply knowledge and understanding to carry out instructions. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand, walk, and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee frequently works with a video display terminal for prolonged periods. The noise level in the work environment is usually quiet.

Approved By: Personnel Commission
Approved Date: February 19, 2009