

Sutter County Superintendent of Schools

JOB TITLE: *Credentials Analyst/ Human Resources Assistant (Confidential)* **Salary Range: 15**

DEFINITION:

Under the general direction of the Director of Human Resources Services, performs specialized and technical duties to assure the possession of valid, appropriate credentials for each person employed in a certificated position in the county school districts and the County Superintendent of Schools; provide information and assistance to individuals in the processing of credential applications; provide training and assistance to school district representatives and County Superintendent of Schools staff regarding credential requirements; perform technical functions and activities pertaining to the maintenance of the county-wide substitute teacher pool and the Superintendent of Schools para-educator pool; maintain and continually improve the computerized county-wide monitoring and record keeping system; ensure compliance with provisions of the Education Code; and act as a liaison between the Commission on Teaching Credentials (CTC).

DISTINGUISHING CHARACTERISTICS:

This class provides assistance to employees in Sutter County who are required to be certified by the State to work in a public school and/or the County Superintendent of Schools office and certifies that such employees are properly qualified. The individual assigned to this position answers and resolves the more difficult technical questions or problems regarding credentialing. The work of this class involves frequent application and in-depth knowledge of laws and rules in a variety of circumstances and constant contact with employees and applicants.

DIRECTLY RESPONSIBLE TO: Director of Human Resources Services

SUPERVISION OVER: None

IMPORTANT AND ESSENTIAL DUTIES: (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Credential Processing

Acts as the credential information source for all certificated employees of the districts and the Sutter County Superintendent of Schools including Substitute Teachers; provides information and assistance to individuals in the processing of credential applications; reads, interprets, researches, explains, applies and communicates State and Federal laws and California Commission on Teacher Credentialing (CCTC) rules, regulations, policies and procedures; evaluates application packets insuring completion and compliance with appropriate regulations; evaluates transcripts, experience and training of candidates for all credentials and permits, including vocational and designated subject credentials; submits for issuance of various types of credentials in compliance with state laws and the regulations of the CCTC; assists district Human Resources in reviewing and approving teacher credential applications; grants temporary county certificates to applicants for the Substitute Consortium as well as district employment; maintains appointment schedule of meetings with the general public both in person and via telephone and e-mail for the purpose of serving as the primary county resource regarding all credential matters.

Credential Monitoring

Provides notification to all district and County Office certificated employees regarding credential expirations and requirements for renewing credentials; provides training and assistance to district representatives and the County Superintendent of Schools staff regarding credential requirements; establishes and implements procedures for compliance with State and Federally mandated assignment monitoring of all districts in Sutter County; ensures compliance with the Education Code and acts as a liaison between the California Commission on Teacher Credentialing and all Human Resources and agencies; reviews, monitors and evaluates the working assignment of teachers in all districts in Sutter County including the County Office; compares actual subject assignment against valid credentials insuring that all teachers are working within legal authorization; notifies districts and County Office of teacher assignment problems or concerns; assists districts in proper placement of instructors by providing various assignment and licensing alternatives; inputs and maintains credential data into computer systems for use in assignment monitoring; prepares and submits credential monitoring reports to the Commission on Teacher Credentialing as necessary; determines compliance with NCLB and the Williams Act.

Substitute Services

Maintains the county-wide Substitute Teacher Consortium assuring all active substitutes have a current, valid credential and TB test on file; processes application packets, assisting applicants with all required documents to become a substitute; makes recommendations upon request to districts regarding possible long-term substitutes; maintains accurate and up-to-date data base and provides monthly substitute list to all districts in Sutter County; maintains accurate and up-to-date data in the automated substitute calling system; conducts monthly substitute trainings;

Department Support

Works as a team member of the Human Resources department and serves as a back-up to other positions within the department during periods of peak workload or times when short staffed; insures that employment laws, regulations, and rules are strictly followed; attends meetings, conferences and seminars with various Human Resources and Credential Network groups to facilitate recommendations to the field and the Commission on Teacher Credentialing with regard to legislation, proposed legislative changes and Education Code including Title 5 and Federal regulations.

MINIMUM QUALIFICATIONS

Education:

Formal and informal education at a level sufficient to provide the ability to understand and perform duties comparable to the complexity of those listed herein.

Training and Experience:

Progressively responsible complex clerical work experience, preferably with experience in the credentialing field and Human Resources department of a school district, county office of education or university.

Knowledge of:

California credentialing regulations and statutes; California Education Code; principles of general Human Resources practices and procedures in an educational or governmental agency; correct English usage, grammar, spelling, punctuation and vocabulary; record keeping and filing systems; effective telephone techniques; computer systems.

Skill and Ability to:

Interpret, explain, and apply Human Resources policies, laws, rules, and regulations; compile information and prepare accurate reports; input data accurately at a rate required for successful job performance; read, interpret, research, explain, and apply complex state laws and CCTC rules, regulations, policies and procedures; analyze situations accurately and adopt effective course of action; work independently; utilize time management techniques to organize and prioritize work; compose correspondence independently; do word processing, create spreadsheets, and maintain data bases; communicate with a diverse groups; establish and maintain cooperative working relationships with all persons contacted during the course of performing assignments.