

Job Title: CREDENTIALS ANALYST

Definition:

Under the direct supervision of the Assistant Superintendent of Human Resources Services, to perform specialized work in connection with the credentialing of certificated personnel.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed.

1. By phone or in person, advise and interpret laws, rules, and regulations concerning the certification process to applicants or current employees.
2. Process new and renewal applications for credentials, permits and certificates.
3. Assist the certificated staff of the District to see that renewal requirements for their credentials/permits/certificates are met.
4. Answer questions and interpret technical aspects of credential requirements.
5. Receive and review Institute of Higher Education (IHE) transcripts to advise on credential eligibility, supplemental authorizations, and Education Code requirements.
6. Maintain security of sensitive personnel matters.
7. Maintain a close and continuous liaison with the California Commission on Teacher Credentialing, IHE's, and other appropriate public agencies.
8. Advises professional and personnel staff regarding policies, precedents, work standards and procedures.
9. Monitor assignments/misassignments, files and lists pertaining to credentialed personnel.
10. Prepare specialized reports/lists as requested.
11. Compose communications directed to the Los Angeles County Office of Education, State Department of Education and the California Commission on Teacher Credentialing.
12. May hire and terminate substitute teachers.
13. May process Substitute Teacher applications for interviews and hire.
14. Process Reasonable Assurance Letters for Substitute Teachers.
15. Process Verification of Registration from LACOE regarding credentials.
16. Assist the Administrative Secretary in HRS with the Lancaster School District Teacher Recruitment Fair, layoff process and new hire process.
17. Maintain Substitute Teacher Handbook.
18. Attend workshops and conferences pertaining to credentialing, including the annual four day California Commission on Teacher Credentialing Conference.
19. Assist, on an as needed basis, with the operations of the Human Resources Services office.
20. Performs other related duties as assigned.

Minimum Knowledge, Skills And Ability:

Knowledge of:

- Modern office practices, filing, business correspondence and computers
- Proficient knowledge of Excel and Microsoft Word

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Skill and Ability to:

- Understand and interpret oral and written directions and instructions
- Compile and analyze information
- Keyboard neatly and accurately at least 45 words per minute
- Establish and maintain cooperative working relationships with others and uses good judgment in contacts with the public
- Maintain professional confidentiality

Training and Experience:

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: high school diploma or equivalent and three years of full-time clerical experience including at least one year in a personnel office is required.

Physical Requirements and Working Conditions:

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp/ manipulate small objects. Lower body mobility may not be required.
- Perform work which may require sitting for prolonged periods.
- Is subject to inside environmental conditions.
- May be required to work at a computer terminal for prolonged periods.
- May be required to take and pass physical examination.
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work.

Range: 39

PHYSICAL REQUIREMENT INFORMATION

Physical Demands:	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting			X
Standing			X
Walking		X	
Bending (neck)		X	
Bending (waist)		X	
Kneeling	X		
Reaching	X		
Stooping	X		
Crawling	X		
Twisting (back & neck)	X		
Climbing	X		
Pushing/Pulling	X		

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	Lifting			Carrying		
	Rarely (0 – 1.5HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)	Rarely (0 – 1.5HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0 – 10 lbs.		X			X	
11 – 25 lbs.		X			X	
26 – 50 lbs.	X			X		
51 – 75 lbs.	X			X		

Mental Demands:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve			X
Make Decisions			X
Supervise	X		
Interpret Data			X
Organize			X
Write		X	
Plan			X
Multi-Task			X

Equipment Use:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone			X
Copier		X	
Computer			X
FAX Machine		X	
Radio	X		