

# **FRESNO COUNTY SUPERINTENDENT OF SCHOOLS**

## **CLASSIFIED POSITION**

JCN: 174  
RANGE: 145  
NON-EXEMPT

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### **CREDENTIALS SPECIALIST**

#### **BASIC FUNCTION:**

Under the direction of the Executive Director, Human Resources , serve as a designated Office of the Fresno County Superintendent of Schools Fresno County Reviewer for teacher credentialing in the California Statewide Assignment Accountability System (CalSAAS); perform a variety of specialized duties in the review and processing of documents relating to the certification of personnel; serve as a specialized resource to county office, school district personnel and applicants concerning credential/permit eligibility, requirements and procedures; assist in the monitoring of certificated assignments, applications and renewals to ensure compliance with credential requirements and authorizations as set forth by the California Commission on Teacher Credentialing (CTC).

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

- Assist school districts, agencies, and individuals process applications and renewals to ensure compliance with credential/permit requirements and authorizations; distribute application materials and related information as requested; notify employees of expiration dates and assist with the renewal process; receive and record credential information for registration with the county.
- Attend and assist school district during job fairs; evaluate transcripts and verify candidates credential eligibility for positions at the school district.
- Communicate with administrators, staff, applicants, outside agencies and the public to exchange information, coordinate activities and resolve issues or concerns.
- Complete and transmit Recommends as an authorized designee of the FCSS for all CTC approved programs.
- Counsel applicants regarding coursework needed to fulfill teacher credentialing/permit requirements.
- Create, modify, and evaluate updated forms as necessary to reflect changes in regulations affecting credential processes.
- Develop and present, bimonthly Credential Connection professional development on any and all topics related to credentialing practices, updates, and regulations; provide individual training and resources to new and existing district level credentials staff as appropriate.
- Develop trainings and materials for dissemination at district level job fairs throughout Fresno county.
- Establish and maintain certificated employee and applicant records and files including assignment, credential, status and related information; prepare various reports related to credentials and assigned activities; maintain automated records; generate a variety of computerized lists and reports as requested; ensure accuracy of input and output data.
- Initiate and receive phone calls to clarify credential/permit requirements and procedures, interpret legislation and policies; prepare and disseminate related correspondence, forms, announcements and other materials as needed; schedule appointments for application processing, fingerprinting and credential filing.
- Keep current on credentialing legislation and administrative changes.
- Maintains FCSS' credentials department webpages for the purpose of overseeing and updating the site with current and relevant information.
- Perform a variety of technical duties in the review and processing of documents relating

to the certification of personnel; receive, review and process applications for teaching permits and credentials; ensure certificated personnel hold valid and appropriate permits/credentials according to established guidelines, laws, codes, rules and regulations.

- Perform complex, detailed review and audit of information provided by the CDE, CTC, and School districts used to inform the public of assignment determinations of all certificated individuals throughout Fresno county.
- Perform the registration and recording of all credentials, certificates, waivers and permits for designated districts, charter and private schools throughout the county.
- Process various credential/permit documents; evaluate college transcripts for employee and prospective employee applications; verify employee information with outside agencies as appropriate; review and process all types of credential certification applications and documents; provide school districts with copies of necessary credentials and certificates.
- Provide verification of candidates' credential/permit eligibility for districts and other hiring agencies and issue Temporary County Certificates (TCC's) as appropriate.
- Provide direction to credentials staff at the county office, school districts, charters and private schools related to the California Longitudinal Pupil Achievement Data System (CALPADS) as it relates to CalSAAS.
- Review school districts' staff on Declarations of Need for completion of emergency credential applications and maintain related files; Provide training and resources in relation to the need for the completion of DONs.
- Serve as a Liaison between the FCSS, Public school districts, certificated staff and the CTC.
- Serve as a primary contact for the FCSS in monitoring certificated assignments for designated Public schools throughout Fresno County.
- Serve as a resource to all Public, Charter, Private School and Agency administration, personnel and certificated staff members on certificated assignments.
- Serve as a resource to interested individuals wanting to pursue careers in teaching on university programs, exams, required coursework, and any additional credentialing requirements.
- Serve as a technical resource to Public, Charter and Private Schools and preschool personnel and applicants concerning credential eligibility, application and renewal requirements and procedures; respond to inquiries and provide detailed information concerning related guidelines and procedures; assist applicants and employees with completing related forms; provide credential training to district personnel as needed.
- Serve as the FCSS' primary point of contact for designated school districts, as well as members of the public related to all credentialing, permit processes and procedures.
- Work in collaboration with county office, school district, charter school and private school Human Resources personnel, the FCSS Credential Analyst, Induction Programs, Career Technical Education Program Personnel, the Curriculum & Instruction Department, outside agencies, Institutes of Higher Education (IHE's), prisons, governmental agencies and various outside organizations to exchange information to resolve specific issues or concerns.
- Attend and participate in a variety of assigned meetings, committees, conferences, and/or special events; assist with planning and delivering in-services as assigned.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills, including but not limited to, tact, patience, flexibility and courtesy.
- Keyboarding at an acceptable rate to complete reports and correspondence required by the position.
- Maintain a safe work environment.

- Operate a variety of office equipment, including but not limited to, a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

#### OTHER DUTIES:

- Ability to work on a flexible schedule as assigned.
- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Perform related duties as assigned.
- Travel may be required for training within California.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

- California Commission on Teacher Credential (CCTC) Assignment Monitoring and Review (AMR) and CalSAAS.
- CALPADS.
- CTCs Administrators Assignment Manual.
- Every Student Succeeds Act (ESSA) Compliance Guidelines.
- Fingerprint laws, processes and procedures related to certification requirements.
- Mathematic computations.
- Modern office practices, procedures and equipment.
- Practices and procedures related to certificated personnel; operations, policies and objectives relating to personnel activities.
- Record-keeping and report preparation techniques.
- State of California credential requirements and procedures.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

##### ABILITY TO:

- Determine appropriate action within clearly defined guidelines.
- Ensure certificated personnel hold valid and appropriate credentials.
- Establish and maintain certificated employee and applicant records and files.
- Maintain records and prepare reports.
- Meet schedules and timelines.
- Monitor certificated assignments, applications and renewals to ensure compliance with credential/permit/waiver requirements and authorizations.
- Perform a variety of technical duties in the review and processing of documents relating to the certification of personnel.
- Serve as a technical resource to district personnel and applicants concerning credential eligibility, requirements and procedures.
- Verify and evaluate transcripts, records and applications to determine eligibility for credentials.

- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with minimal direction.

## **EDUCATION AND EXPERIENCE:**

### **EDUCATION:**

- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Associate's degree preferred.

### **EXPERIENCE:**

- Two years increasingly responsible experience in human resources, including credential processing or related duties in support of personnel programs.
- District/county office experience preferred.
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## **LICENSEURE AND OTHER REQUIREMENTS:**

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program may be required at time of hire and throughout employment with the County Superintendent.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

- Driving a vehicle to conduct work, using own transportation and/or FCSS vehicle.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

### **PHYSICAL DEMANDS:**

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.

- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

*This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.*

**APPROVED:**

Effective: 07/01/2023

Revision: 01/30/2009; 11/14/2017; 07/01/2021