

YUBA COUNTY OFFICE OF EDUCATION  
Management Job Description

COORDINATOR CALPADS/CREDENTIAL ANALYST

DEFINITION

Under general supervision of Director of Human Resources, the Coordinator CalPADS/Credential Analyst performs all functions of the credentialing process for the county office and acts as a liaison for the districts. This position will also coordinate the implementation and activities for the County Office CalPADS reporting.

DUTIES AND RESPONSIBILITIES

Credentials:

Examines and clears all applications for certification before transmitting them to California Commission for Teacher Credentialing (CCTC) for all certificated employees in Yuba County. Interprets and assures compliance with credential requirements. Serves as liaison between the CCTC, colleges and universities, districts and credential applicants. Certifies the clearance of all certificated personnel of the county office and school districts for employment and compensation, registers credentials and maintains data base. Analyzes and evaluates course work, training and experience to determine qualifications for California teaching and services credentials. Interprets laws, policies, procedures, rules and regulations related to credential operations. Advises teachers and administrators of the county office and school districts as to the requirements for credentials. Establishes and implements procedures for compliance with State mandated assignment monitoring. Monitors assignments of teachers in the school districts and county office to make sure legal assignments are made and does annual report for CCTC. Maintains credential information on computer and compiles necessary reports. Compiles substitute list for county office and districts. Prepares and presents information to district staff and the public through in-service and orientation. Maintains frequent contact with representatives of other county offices, school districts, universities, professional organizations and state agencies in arranging for services provided. Reviews and approves requests for Temporary County Certificates and Department of Justice applicant response information. Is a member of the Williams Lawsuit Team to assure that affected schools meet the credential requirements.

Coordinator for CalPADS:

MINIMUM QUALIFICATIONS

Education and Experience

Formal education or training and experience at a level sufficient to provide the ability to understand and perform duties comparable in complexity to those listed herein. Experience in a county or district office preferred with credential or attendance experience is desirable.

Knowledge

California credentialing system; county office of education purposes, organization, policies, rules and regulations. Modern office methods and procedures. English usage, spelling, grammar and basic computer functions including data entry/retrieval and word processing.

Skills and Ability

Operate modern office equipment including computer, copier, typewriter and calculator; communicate effectively both in oral and written form; perform responsible secretarial and clerical work with accuracy, speed and minimal supervision; read interpret and apply pertinent federal, state and local laws, Education Codes and Title V regulations including administrative and department policies and procedures; plan and organize work to meet schedules and deadlines; establish and maintain cooperative working relationships with those contacted during the course of work.

Physical Ability

Sufficient hand/eye coordination and manual dexterity to operate a personal computer keyboard at a moderate rate of (50 wpm); sufficient visual acuity to recognize words, letters and numbers.

Licenses and Certificates

Valid California driver's license.

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07/10/06