CLASS TITLE: CREDENTIALS MANAGER

BASIC FUNCTION:
Under the direction of the Director-Human Resources, manage, plan, coordinate, direct, and participate in credentialing activities to assure compliance with State laws, Education Code, Administrative Code, and Commission on Teacher Credentialing (CTC) policies; evaluate transcripts and work experience; answer advanced technical and difficult questions requiring in-depth knowledge of regulations pertaining to credentialing; provide in-service training to school districts within the County; conduct audits of districts to assure the proper and legal assignment of certificated staff; advise and assist districts in resolving misassignment of certificated staff; advise and assist applicants in applying for credentials and permits; train, supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:
Supervise the credentials operation; 
Plan, coordinate, direct, and participate in credentialing activities to assure compliance with State laws, Education Code, Administrative Code, Commission on Teacher Credentialing (CTC) policies, VCOE policies, and other State and federal regulations; 
Develop procedures for implementing and enforcing State mandates regarding credentialing; evaluate transcripts and work experience; answer advanced technical and difficult questions requiring interpretation, research, and in-depth knowledge of regulations pertaining to credentialing; 
Direct the registration of credentials and maintenance of records to assure employees hold credentials appropriate for their assignment(s); evaluate the qualifications of credential applicants; process credential and permit applications and oversee the issuance of Temporary County Certificates; 
Train, supervise and evaluate the performance of assigned staff; assign and review work in progress and upon completion to assure smooth and efficient office operations; answers difficult credentialing questions for subordinates; 
Assist school district administration and staff to prepare for State-mandated audits of certificated employees; advise on preparations needed prior to auditing; conduct audits of districts to assure the proper and legal assignment of certificated staff and to assure County teaching assignment records agree with district records; advise and assist districts in resolving misassignment of certificated staff and follow up to assure proper corrections; 
Assure State-mandated reports are produced and distributed to the CTC regarding misassignments and assignment practices of school districts; 
Advise school district staff on credentialing procedures and requirements, assignment practices, and governing legalities; plan, organize and conduct workshops and in-service training to school districts and college personnel within the County;
Direct and coordinate the monthly payroll audit with regard to legal certification and coding; withholding payment where legal certification is not in compliance; E

Advise and assist applicants in applying for credentials and permits; counsel and assist candidates seeking certification information and application procedures; notify applicants of course work required to meet credential requirements; determine applicant eligibility and evaluate for added authorizations in more difficult and advanced technical situations; E

Perform liaison duties between school district administrators and the State; prepare bulletins and correspondence to advise of changes in procedures, credentialing requirements, and related information; E

Provide specifications for programming changes, revise and update reports as necessary, maintain applicable code tables in the computer system; E

Serve as Deputy for VCOE with regard to credentialing issues; sign documents as the Deputy as authorized; E

Operate a variety of office equipment, including a microcomputer, typewriter, fax, printer and scanner, and E

Perform related duties as assigned. E

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
Credential laws, regulations, practices, and procedures;
State Education Code and Title V sections applicable to the credentialing and continued legal status of certificated employees in the County;
Corrective measures to resolve misassignment of certificated staff and improper credentials;
Commission on Teacher Credentialing and VCOE policies;
Principles and practices of supervision and training;
Technical aspects of the credentialing field;
Interpersonal skills using tact, patience and courtesy;
Policies and objectives of credentialing activities;
Research methods and report writing techniques;
Modern office practices, procedures and equipment; and
Correct English usage, grammar, spelling, punctuation and vocabulary.

**ABILITY TO:**
Plan, coordinate, direct, and participate in complex and technical credentialing activities to assure compliance with State laws, Education Code, Administrative Code, and CTC policies;
Evaluate transcripts and work experience and answer advanced technical and difficult questions;
Assist districts in preparing for audits of credentialed employees and conduct audits of districts to assure the proper and legal assignment of certificated staff;
Conduct on-site audits of districts to assure the proper and legal assignment of certificated staff;
Advise and assist applicants in applying for credentials;
Understand, apply and advise district and County Office staff on rules and regulations, policies, and procedures governing credentialing;
Advise and assist districts in resolving misassignment of certificated staff;
Plan and present workshops and in-service training;

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Train, supervise and evaluate personnel;
Maintain current knowledge of program rules, regulations, requirements and restrictions;
Establish and maintain cooperative and effective working relationships with others;
Maintain records and prepare reports; and
Operate a computer terminal to enter data, maintain records and generate reports.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: graduation from high school supplemented by two years of
college-level course work in business, education, secretarial science, or related field and three
years increasingly technical credentialing experience.

LICENSES AND OTHER REQUIREMENTS:
Valid California driver's license.

WORKING CONDITIONS:
ENVIRONMENT:
Is subject to inside environmental conditions;
Subject to driving to school district sites to conduct work; and
May be required to use personal vehicle in the course of employment.

PHYSICAL ABILITIES:
Require vision (which may be corrected) to read small print;
Perform work which is primarily sedentary;
May be required to work at a video display terminal for prolonged periods;
May be required to work evenings or weekends;
Hearing and speaking to communicate with others;
Lifting up to 10 pounds;
Dexterity of hands and fingers to operate a computer keyboard; and
Reaching, pulling, and pushing to file and retrieve records.

Should an applicant require reasonable accommodation, the Ventura County Office of Education
will consider that upon request.