



SJCOE
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Job Description

POSITION TITLE:	Credentials Specialist	#2478
	Teachers College of San Joaquin	
	Educational Services	
SALARY PLACEMENT:	Classified/Confidential Salary Schedule	
	Range 5	

SUMMARY OF POSITION:

Under the direction of the President of Teachers College of San Joaquin, the Credentials Specialist will perform a wide variety of specialized duties related to the review and processing of credential applications/renewals.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Possess a Bachelor's Degree and/or experience of a closely related nature may be substituted. A minimum of two years of increasingly responsible experience in administering credential policies and procedures in a school district, county office of education, or institution of higher education

DESIRABLE QUALIFICATIONS - EDUCATION AND/OR TRAINING:

Completion of the Credentials Academy and/or training sponsored by the California Commission on Teacher Credentialing. Experience with transcript review and evaluation to determine qualifications for basic skills and subject matter requirements.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

Knowledge of: Principles, methods and practices related to credentialing procedures, Federal and State laws, California Education Code, departmental policies, and procedures. Establish and maintain cooperative working relationships; and to prepare correspondence with minimum direction. Possess a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy; insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties. Must be available to travel as required locally, throughout California and out-of-state.

Analyze candidate credential applications for Teachers College of San Joaquin for recommendation to the Commission on Teacher Credentialing. Respond promptly to requests of internal and external clients. Provide needed information, assistance, training, materials, and resources. Plan, organize, and prioritize own work to meet deadlines and accomplish assigned tasks within established timelines including maintaining accurate records and files. Perform duties requiring independent judgment and initiative under the stress of strict deadlines. Possess advanced computer skills. Communicate effectively with others, demonstrating tact, diplomacy, and sensitivity to their concerns both orally and in written form. Establish and maintain cooperative-working relationships with those contacted during performance of job duties. Willingness to work with numerous interruptions and distractions. Be flexible and receptive to change.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Act as a resource to provide information and clarification to Teachers College of San Joaquin staff, school

- districts, credential applicants, and other interested parties concerning the California Education Code, laws, and regulations, and the California Commission on Teacher Credentialing regulations pertaining to certification.
2. Research and draw meaningful conclusions from complex credentialing codes, rules, laws, and regulations for the purpose of informing Teachers College of San Joaquin candidates about credential requirements.
 3. Serve as a liaison and assist credential staff at other county offices of education, school districts and institutions of higher education of the requirements for all credential programs offered at Teachers College of San Joaquin.
 4. Review college transcripts for the purpose of determining compliance regarding qualifications (such as basic skills and subject matter requirements) for teaching credentials within the Education Code and the Commission on Teacher Credentialing.
 5. Advise Teachers College of San Joaquin credential candidates of credential requirements and provide assistance as needed in resolving credentialing issues.
 6. Independently compose letters, memoranda, reports, documents, surveys, and charts regarding credentials for the purpose of providing information to staff, and credential candidates.
 7. Processes credential applications to the California Commission on Teacher Credentialing. Ensure that teacher candidates correct documents are granted.
 8. Provide technical support pertaining to the Commission on Teacher Credentialing online system.
 9. Attend recruitment fairs for the purpose of credentialing information to teacher candidates and attends work-related workshops/conferences.
 10. Maintain strict confidentiality on all job-related matters.
 11. Maintain student-related reports and documents in a secure physical file and/or digitally protected electronic file.
 12. Gather, review, compile and/or submit information and prepare accurate and comprehensive reports and surveys with deadlines as assigned.
 13. Plan, develop, and implement office procedures.
 14. Communicate effectively both orally and in writing, utilizing customer service skills.
 15. Attend and participate in Teachers College of San Joaquin staff-related meetings, trainings, and workshops.
 16. Perform other related duties as required.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district office staff, and the public.