

Job Description

Title: Credential Analyst

Division: School of Liberal Arts & Education

Department: Education

Reports To: Chair, School of Education

Status: Exempt; Full-time

Date: 03/28/2024

Summary:

This is a managerial position for two critically important functions in the Department of Education. The Credential Analyst is responsible for a broad range of credentialing functions that include reviewing, analyzing, evaluating, and processing applications for California teaching credentials, certificates, and permits. Secondly, this position serves as a resource to provide support, guidance, and current information on matters regarding State and university credential regulations to current students, alumni, faculty, staff, and the public.

This position may be required to work evenings and weekends during special events and peak periods. This position also requires occasional traveling to Sacramento, California for CTC meetings and conferences and/or regular online CTC webinars.

Essential Duties and Responsibilities:

1. Understand, articulate, and stay current with California Commission on Teacher Credentialing (CTC) procedures, program standards, changes in state laws, rules, and regulations affecting credentialing procedures and requirements.
2. Analyze and explain CTC credential requirements and university program requirements for all current and former students, faculty, administrative/operational department staff, and the public.
3. Responsible for evaluating transcripts and maintaining student files from point of admission through completion of program, accurately track student data using PowerCampus, Dataworker, and TaskStream to prepare reports and credential checklists.
4. Verify, receive, and process applications for preliminary and clear credentials and internships; serve as the authorized signatory for all credential recommendations to the CTC.
5. Prepare "New Admit" Welcome Packets for all new Education Department students to include Academic Planner, Credential Checklist, Welcome Letter. Assign Advisor and Set up Dataworker file with student's downloaded transcripts and DUC Application.
6. Attend and present information at the "New Student Orientation" in the fall and spring

semesters.

7. Provide classroom or online presentations to supervised teaching seminar students on “The Credential Recommendation Process” and to other classes as necessary.
8. Assist with academic advising for Credential Candidates and M.Ed. Students; serve as an advisor and point-of-contact for students in the absence of dean, directors, faculty, or program coordinators.
9. Support Accreditation Manager in compiling data for annual federal Title II report and California Center for Teacher Quality (CTQ) report submission.
10. Provide support in creating, editing, and maintaining Education Department web pages, the Teacher Preparation Handbook, and other student resources for the School of Education.
11. Attend CCAC annual conference, online seminars, and other professional trainings and relevant Credential Analyst meetings to stay current in the field.
12. Attend monthly LAE meetings and support other campus entities, committees, and departments regarding communication, events, projects, and reports.
13. Complete other duties as assigned.

Required Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty and responsibility. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor’s degree from a regionally accredited four-year college or university.
- Minimum of three years experience in an administrative support role at an office environment.
- Work confidentially using discretion.
- Strong employee/customer service orientation.
- Strong analytical thinking and problem-solving skills.
- Proficient in Microsoft Office Suite applications (Microsoft Word, Excel, and PowerPoint), database management, and operate general office equipment.

Preferred Qualifications:

- Masters degree
- Experience working in a non-profit or Higher Education setting is desirable.
- Familiar with CTC procedures and regulations.
- Highly organized with accuracy and attention to detail in managing a variety of tasks with excellent time management.
- Effective written and oral interpersonal communication skills with the ability to interpret and explain complex requirements and regulations in clear, concise terms.
- Self-motivated and works independently with minimal supervision.

- Establishes collaborative and effective working relationships with others.