

**San Diego County Office of Education
Personnel Commission**

LEAD CREDENTIALS TECHNICIAN

Definition: Under general supervision, analyzes professional preparation programs, including those completed outside of California, to determine eligibility for California teaching and services credentials; processes credential applications and records licenses; reviews certificated assignments; provides technical leadership and direction; assists with monitoring and coordinating workload; assists in training staff; performs related duties as assigned.

Typical Tasks: Assists in coordinating the operation of the Credentials Unit by providing technical leadership, training and assistance to other Credentials staff; assists in organizing work assignments and setting work priorities; may take the lead in contacting representatives of other districts and agencies and in arranging for services provided by the Credentials Unit; performs the most difficult and complex support staff work assignments of the Unit; assesses, recommends and informs applicants of California credential requirements according to Education Code and Administrative Code regulations of the State of California; analyzes and evaluates out-of-state coursework, training and experience to determine qualification for California teaching and service credentials; informs applicants of coursework necessary to meet California credential requirements; analyzes transcripts and assists in application for supplementary teaching authorizations; analyzes and interprets credential regulations for school district personnel staff, university credential staff and general public; makes presentations regarding the interpretation of credential regulations; monitors certificated assignments in public schools throughout the County and assists in the preparation of reports for the Commission on Teacher Credentialing; interacts with school district personnel administrators and support staff to resolve credentialing problems; issues warrant holds for certificated personnel not appropriately credentialed; assists in the analysis and interpretation of legislation related to credential requirements and certificated employment; consults with institutions of higher education regarding applicants' qualification for credentials; enters credential information and maintains an on-line credential data information system, including credential registration; determines eligibility for and issues temporary teacher assistant certificates; maintains teacher referral database to provide district with current information of qualified certificated candidates; registers credentials utilizing an on-line data system; initiates processing of credential applications and forwards to Commission on Teacher Credentialing; issues Temporary County Certificates; performs other related duties as assigned.

Minimum
Qualifications:

Thorough knowledge of: standard office procedures and practices; the use of common office computer systems and software; California Education Code, Title 5 regulations and related laws and procedures; Ability to: communicate effectively orally and in writing in order to clearly explain procedures and requirements; prepare and make oral presentations; maintain complex files and records requiring attention to detail, interpretation and accuracy; work with frequent interruptions; work under pressure and meet strict deadlines; utilize an on-line data system and interpret information displayed. Skill in utilizing effective telephone techniques in responding to inquiries and requests from a varied clientele.

Experience and
Education

Training and experience which clearly demonstrates possession of the knowledge, skills and abilities detailed above. An example of such experience would include a minimum of two years experience in a school district or university credentials office. Experience must include complex record keeping and a high level of interpersonal contact.

Established: 6/01

Approved by Personnel Commission: _____