



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED CONFIDENTIAL

CREDENTIAL ANALYST

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, perform a variety of technical duties to monitor, review and track District certificated personnel hold valid, current and proper teaching credentials; ensure teachers comply with requirements to renew and/or upgrade credentials; prepare a variety of reports and documents in compliance with State and County directives; serve as a resource on credentialing for school administrators, site staff and various outside agencies concerning credential eligibility, requirements and procedures; perform other job-related duties as assigned and/or as required

ESSENTIAL DUTIES:

- Perform a variety of technical duties in the monitoring, review and processing of documents and records to ensure District's certificated personnel hold valid, current and proper teaching credentials; verify and evaluate transcripts, records and applications to determine eligibility for credentials.
- Monitor District teaching assignments; ensure credentials match assignment requirements; assist staff with obtaining required credentials; notify individuals of required course work to obtain or clear credential and provide related materials; collect fees for assisting and processing applications from outside agencies; recall teachers from classrooms until requirements are met to renew or upgrade, as needed.
- Input credential and a variety of other information into an assigned computer system; maintain automated employee records; generate a variety of computerized lists and reports as requested; ensure accuracy of input and output data.
- Serve as a technical resource to County Office personnel, school site staff and various outside agencies concerning credential eligibility, requirements and procedures; respond to inquiries and provide information; distribute application materials and related information as requested.
- Initiate and receive phone calls to clarify credential requirements and procedures; prepare and disseminate related correspondence, forms, announcements and other materials as needed; schedule appointments for credential clearing, as needed.
- Prepare and document recommendations to clear teacher credentials; ensure teachers complete District's Induction Program; prepare online recommendations for substitute teachers without a thirty-day Substitute Permit.
- Develop and maintain manual and automated credential record systems concerning the certificated employees' credential history, and personnel record management detail, surveys, inquires; collect data to verify and validate that certificated employees are properly credentialed and assigned.
- Register all credentials with County and confirm that all credentials are valid; submit credentials and needed documentation to clear payroll holds.
- Interpret laws, rules and regulations concerning changes in certification requirements, including the preparation and distribution of informational bulletins and memoranda.
- Participate in the certificated personnel recruitment and selection process, including the planning of travel and lodging of staff participating in job fairs, out-of-state and in-state recruiting activities.
- Prepare and maintain a variety of records and reports related to credential information, applications, personnel, exams and assigned activities; establish and maintain filing systems.
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Practices, methods, trends, strategies, and techniques pertaining to certificated employee certification and personnel management programs.
- Methods, procedures, and techniques of organization and planning; practices, procedures, and techniques pertaining to automated personnel record management, storage, and retrieval systems.
- Legal mandates, policies, regulations, and operational procedures and guidelines pertaining to certification and personnel management programs.

ABILITY TO:

- Effectively and efficiently plan, organize, and coordinate employee certification and personnel management processes.
- Plan, organize, and implement a variety of personnel record management functions.
- Effectively use a variety of computer hardware and application software in the development, implementation, and maintenance of personnel record management systems.
- Analyze, review, abstract and compile personnel management reports.
- Communicate effectively in oral and written form.
- Understand and carry out oral and written directions; establish and maintain cooperative working relationships.

EDUCATION AND EXPERIENCE:

EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree.

EXPERIENCE:

Four years of responsible and technical personnel management experience and/or credential analysis experience;

Recent job-related experience within the last five years is required.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Valid California Class C driver license.
- Insurability by the District's liability insurance carrier.

PREFERRED QUALIFICATIONS:

Experience in performing employee credential analysis functions is preferred, but not required.

Possession of an Associate of Arts degree, with coursework or training in the following areas: human resources/personnel management, automated data management systems or a closely related field is preferred, but not required.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office work environment.

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the position classification must perform in carrying out essential job functions

- will frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects
- will sit most of the time, but may walk or stand for extended periods of time; will occasionally be
- required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing written and oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment and to handle and
- work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

POTENTIAL HAZARDS:

N/A

Revision date: 11/16/2022

**AN EQUAL OPPORTUNITY EMPLOYER
RIALTO UNIFIED SCHOOL DISTRICT IS A “DRUG and TOBACCO-FREE WORKPLACE”**