

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: MANAGER - CREDENTIALS SERVICES

BASIC FUNCTION:

Under the direction of the Director III – Human Resources / Credentialing Programs, organizes and directs the activities and operations of the Santa Clara Office of Education’s Credentials Services Department; supervises the processing and approval of credentials for certificated employees of the schools throughout the County; supervises the registration of credentials and State mandated assignment monitoring; trains and evaluates the performance of assigned personnel.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Organizes and directs the activities and operations of the Santa Clara Office of Education’s Credentials Services Department; participates in the development and implementation of departmental policies and procedures.

Supervises the processing and approval of credentials for certificated employees of the schools throughout the County; supervises the registration of credentials and State mandated assignment monitoring.

Audits school district certi(s)1.3 (c)087 0 T Stati2 .004#c.2 (f)2.9 (ic)1.9 (o)6.6 (p)13.1 (r)2.9 l3 (g)2.6 (i)3.1 (m)6.3 (

Communicates with administrators, personnel, and outside organizations to coordinate activities; resolves issues and conflicts and exchange information.

Operates a computer and assigned software programs; operates other office equipment as assigned; analyzes, and implements the workflow of automated and manual systems and services; coordinates improvements to assure efficient and effective processes.

Plans, develops, and oversees, the Credential unit budget and monitors expenditures.

Attends a variety of meetings as assigned; conducts credential workshops on related topics for individuals considering teaching professions, credential applicants, district personnel and university representatives.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Current laws, codes, regulations and rules related to credentialing.

State credential requirements and procedures.

Practices and procedures related to certificated personnel.

Principles and practices of supervision and training.

Operations, policies and objectives relating to personnel activities.

Oral and written communication skills.

Technical aspects of field of specialty.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Graduation from high school supplemented by college-level course work in human resources or related field and five years increasingly responsible human resources experience including three years of