

MASTER SPECIFICATION

JOB INFORMATION

Date:	1/17/2018 3:31:45 PM
Official Title:	Education Credentials Specialist Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 5
Scheduled Hours	
Job Code:	323131
Job Family:	Administrative Support

JOB SUMMARY

The Education Credentials Specialist performs specialized work to assure possession of valid, appropriate credentials and federal and state compliance for each certificated employee/applicant of a department or unit of an institution.

NATURE OF WORK

The Education Credentials Specialist is responsible for all aspects of the credentialing and re-credentialing for employees and applicants in an assigned area of an institution. Additional responsibilities include assisting students through their program of study, by performing reviews and evaluations of graduation requirements. Job responsibilities require knowledge and understanding of the credentialing process, in addition to ability to organize and prioritize work and manage multiple priorities. Work is performed under immediate supervision, through the use of specialized tools and established standards. Problems and decisions faced in this position are complex and occasionally ill-defined, which may require some analysis to understand. Errors could easily result in substantial costs, inconveniences, and disruption of services within the affected area.

Distinguishing Characteristics

Examples of Duties

Essential Functions

Evaluates credentials, transcripts, experience and training of applicants for all necessary credentials and permits.

Evaluates credential application packets insuring completion and compliance with appropriate regulations and provides assistance to individuals in the application and processing of credential applications and renewals; submits for issuance applications for various types of credentials, permits, and certificates in compliance with state laws and regulations.

Designs and maintains institutional website for program certification section to provide information and availability of forms to students.

Processes graduate applications as well as completes final evaluation of files; verifies the completion of all course requirements, plan of study requirements, GPA requirements, hour requirements, etc.

Sends letters of completion and tentative checks for graduation to all applicants, which includes providing notification of any deficiencies and correction procedures.

Completes, updates, and processes student evaluations in regards to student teaching applications.

Maintains institutional database comprised of all initial certification applications processed.

Develops and updates all forms used for student evaluations, graduation, etc.

Performs other job related duties as assigned.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

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

Education

<i>Education Level</i>	<i>Field of Study</i>	<i>Req</i>	<i>Pref</i>	<i>And/Or</i>
Bachelor's degree	Related Field	X		

Additional Experience

[Check here if experience may substitute for some of the above education and describe how.](#)

X

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>
2 year +	Public contact work experience, preferably in a higher education setting; experience working with contractual type forms.	X	

