The School of Education (SOE) in the College of Science and Mathematics at California Polytechnic State University, San Luis Obispo, is seeking applicants for a full-time Credential Analyst (at either level I or II). The Credential Analyst provides a broad range of credentialing functions including reviewing, analyzing, evaluating and processing applications for teaching, administrative and specialist credentials. This position provides credentialing and degree information to the California Commission on Teacher Credentialing (CTC), CSU Chancellor’s Office and the Cal Poly campus. The Credential Analyst will also serve as an advisor to all Cal Poly students interested in a career in K-12 education. For additional information visit: https://goo.gl/i1BswE or email Dr. Kevin Taylor at jktaylor@calpoly.edu.

Summary of Required Qualifications:

**Credential Analyst I**

- Thorough knowledge of state standards and requirements for full range of teaching and service credentials.
- General knowledge of educational practices in California school systems related to employment for teachers with credentials, certificates or permits.
- Thorough understanding of the credentialing process across full range of California credentials.
- General knowledge of common teacher preparation programs.
- Ability to interpret, communicate and correctly apply the California Education Code, CTC regulations and CSU Chancellor’s office executive orders. Ability to evaluate academic qualifications, determine credit to be granted toward credentials and report student status using applicable policies.
- Ability to quickly learn CSU, Title V, campus and SOE policies and procedures and to identify problems and research solutions.
- Ability to listen, comprehend and communicate new and on-going information acquired from related trainings, conferences and workshops.

**Credential Analyst II**

- Comprehensive knowledge of State standards and requirements full range of teaching and service credentials.
- Thorough knowledge of educational practices in California school systems related to employment for teachers with credentials, certificates or permits.
- Comprehensive understanding of the credential process.
- Thorough knowledge of school internship programs.
- Ability to interpret, communicate and correctly apply the California Education Code, CTC regulations and CSU Chancellor’s office executive orders. Ability to evaluate academic qualifications, determine credit to be granted toward credentials and report student status using applicable policies.
- Ability to quickly learn CSU, Title V, campus and SOE policies and procedures and to identify problems and research solutions.
- Ability to identify and report student credentialing issues in a concise manner to students, program coordinators, deans and other campus offices. Ability to identify credential and M.A. Education students for efficient reporting to campus, Chancellor’s office and CTC.

The School of Education is a small but collaborative unit with 15 tenured/tenure track faculty members spanning six specializations: special education, elementary education, secondary education, educational leadership, counseling and guidance and curriculum and instruction. The unit is noted for its strong relationships with local schools, colleges and the community as it embodies an all-university, “Learn by Doing” approach to the preparation of P-20 educators and counselors. More information may be viewed at www.soe.calpoly.edu.