California Polytechnic State University, San Luis Obispo is currently recruiting for a Credential Analyst Trainee in the School of Education. The successful applicant will work closely with students and faculty to support the success of teacher candidates as they navigate the many requirements associated with obtaining a California teaching credential.

Under direct supervision this position will acquire the essential skills and abilities to perform work comparable to the work of a Credential Analyst I. The incumbent will be reviewed at 6 months and 12 months to ensure that they are capable of performing at the level of a Credential Analyst I, in addition to being capable of reviewing, analyzing, evaluating and processing applications for teaching, administrative, and specialist credentials, and for the School of Education’s Master’s degree programs. For more information visit calpolyjobs.org (requisition #104682) or email Dr. Kevin Taylor at jktaylor@calpoly.edu.

Summary of Required Qualifications:

- Ability to interpret, communicate, and correctly apply overlapping policies and regulations to inform decision making.
- Ability to quickly learn the regulations pertaining to the issuance of the various credentials for public school teaching in California.
- Ability to evaluate academic qualifications, determine credit to be granted and report student status using applicable policies.
- Ability to quickly learn, CSU, Title V, campus and SOE graduate program policies and to identify problems and research solutions.
- Ability to comprehend and communicate new and on-going information acquired from trainings, conferences, and workshops.
- Ability to learn the process of identifying and reporting student credentialing issues in a clear and concise manner.
- Ability to identify, examine, and analyze a problem and produce a creative and workable solution.
- Demonstrated ability to handle highly sensitive interpersonal situations, establish and maintain cooperative and effective working relationships and to coordinate with others on shared projects.
- Demonstrated ability to work independently and plan, organize, coordinate and perform long range activities.
- Ability to check and verify complex records for compliance with established criteria. Ability to write correspondence and prepare standard reports; demonstrate thoroughness and accuracy; interpret and apply regulations; maintain confidentiality.
- Ability to initiate, establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.