



# JOB DESCRIPTION



## INFORMATION

<b>Job Title:</b>	<b><i>Credential Analyst &amp; Clinical Practice Placement Coordinator</i></b>	<b>EEOC Job Classification</b>	Administrative Support
		<b>FLSA Classification</b>	Non-exempt, full-time
<b>Department:</b>	School of Education	<b>W/C Classification</b>	8868 – Administration/faculty
<b>Reports To:</b>	Dean of the School of Education	<b>Compensation</b>	\$20.00 - \$24.00/hour

## SUMMARY

Advance the mission and vision of TMUS by taking Responsibility for a broad range of credentialing functions that include reviewing, analyzing, evaluating and processing recommendations (applications) for California teaching credentials and liaising with the Commission on Teacher Credentialing. Coordinates the placement of undergraduate and credential program students in Clinical Practice Placements in local schools/districts. The individual serves as a campus resource and provides assistance, advising, and current information to students, staff and members of the faculty on matters regarding state credential and degree program requirements.

## ESSENTIAL JOB FUNCTIONS

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Credentials and Compliance

- Officially liaises with the California Commission on Teacher Credentialing (CTC); participates in annual conference of Credential Counselors and Analysts of California (CCAC), other scheduled meetings sponsored by the CTC, and scheduled meetings of Hart District Induction Steering Committee.
- Creates and maintains the credential candidates' professional files; serves as Coordinator for the Taskstream data management system.
- Completes annual government compliance reporting, such as the annual Title II Report, CTC Accreditation Data System, CSAC, Pass Rate, and Gainful Employment Certificates.
- Provides alumni support including credential reciprocity-related paperwork

### Admissions and Advising

- Coordinates admission of, enrolls, advises, and recommends credential program candidates, tracking candidates from inquiry through program completion in SalesForce and TaskStream; works with candidates, the CTC, and the TMU Registrar to ensure that candidates enrolled in the credential program receive appropriate information and advice about requirements and that candidates have met requirements prior to recommendation.
- Advises undergraduate students across departments and teaching credential program students
- Evaluates undergraduate student transcripts for transfer units/degree completion plan; evaluates credential program applicant transcripts for basic skills requirement, and subject matter competency

### Clinical Practice

- Coordinates clinical practice placements within the local public schools for undergraduate students and credential program candidates (observation, fieldwork, and student teaching)
- Recruits, onboards, liaises with/supports mentor teachers

### Program

- Supervises student worker(s), coordinating workloads and approving timecards
- Supports the School of Education dean and faculty in the following areas:
  - Attends department meetings and provides input

- Updates catalog, website, and marketing materials as needed
- Works with dean, faculty, and office of financial aid to process department scholarship awards

Performs other related duties as assigned.

## QUALIFICATIONS

- Has a personal relationship with Jesus Christ and a demonstrated commitment to the doctrinal position of TMUS and a continuous exhibition of a desire to minister and serve others in varied capacities.
- Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.
- Excellent written and verbal communication skills
- Strong organizational and interpersonal skills
- Service oriented with strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Exercise confidentiality, good judgment and discernment.
- Problem solving and interacting with others throughout the workday are essential.
- Must successfully pass a background investigation.

## SUPERVISORY RESPONSIBILITY

- Oversee the direct reports within the assigned student employees.
- Assign, plan, and oversee the work of assigned student employees.
- Conduct performance evaluations that are timely and constructive.
- Handle discipline and termination of employees as needed and in accordance with TMUS policy.

## EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent experience, Master's degree preferred.
- At least one-year's experience in a teaching role preferred.
- Proficient in Microsoft Office Suite or similar software.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; has full dexterity of hands and arms.
- This position requires the ability to occasionally lift office products and supplies, up to 30 pounds.
- Some travel with overnight stay expected.

## ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.