

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE:

Receives records, and maintains records and supporting documents of all credentialing program activities and requests.

Assists with course development by reviewing materials to ensure compliance with CTC standards; refers discrepancies to department leadership; assists with the set up of course materials in the student Learning Management System (LMS); monitors course payment and applications in the Student Management System; supports faculty with the LMS and SMS as needed.

Remains abreast of credentialing, permit, and licensing requirements and procedures   ent    and

Analyze facts and draw logical conclusions.

Establish and maintain accurate files and records using virtual/paperless systems.

Maintain confidential information.

Operate a desktop computer, standard office and peripheral equipment including typewriter, copy machine and fax machine.

Communicate effectively and tactfully in both oral and written form.

Establish and maintain effective Preparation

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