



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
TEACHER LICENSING ANALYST	33	B	5.221

Under general supervision, Teacher Licensing Analysts evaluate transcripts and determine eligibility for teacher licensure for one of two geographical divisions of the State.

Evaluate college/university transcripts to determine the eligibility of individuals to receive a Nevada Teacher License; compute number of hours and areas on submitted transcripts and compare results to the requirements of the law and applicable manual to determine if the requirements are met for licensure and/or endorsements; review applications to determine if applicants meet the citizenship requirements of the law; review catalogs to determine if the college/university attended by the applicant was properly accredited by a nationally recognized accrediting association.

Attend meetings of the Commission on Professional Standards and provide technical advice as required.

Print and provide copies of appropriate type of certificates and/or endorsements to applicant and to interested school districts to inform all parties of eligibility of applicant to teach in Nevada.

Correspond with applicants, as necessary, in the event that additional information or coursework is needed to complete the evaluation process or when an applicant is not eligible to receive a license to teach in Nevada.

Assist incoming applicants, teachers, administrators, and others who are seeking teacher licensure information and assistance.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE: Bachelor’s degree from an accredited college or university and two years of experience evaluating requests/applications against established guidelines and making decisions to approve or deny; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: professional education preparation programs; principles and practices of public school system organization, administration and curriculum challenges; principles and methods of educational career and guidance counseling. **Ability to:** analyze transcripts to grant or deny licensure, using logic and quantitative reasoning; research and verify the level, content, unit value and grading system for courses at other education institutions to determine appropriate course equivalencies; read and interpret technical or legal documents such as Nevada Administrative Code and Nevada Revised Statutes; analyze information, problems, situations, practices or procedures to define the problem or objective, identify patterns, tendencies and relationships, and to recognize alternatives and their implications; write grammatically correct, routine business correspondence; speak on a one-to-one basis using appropriate vocabulary and grammar to obtain information and explain policies and procedures; make oral group presentations to provide information or explain policies and procedures; speak with people of various social, cultural, economic and educational backgrounds to ensure a complete understanding of Nevada regulations for becoming a teacher; add, subtract, multiply and divide whole numbers and fractions to complete transcript evaluation duties and tasks; work as part of a team; establish and maintain cooperative working

MINIMUM QUALIFICATIONS (cont'd)**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)**

relationships with support staff, co-workers, district personnel and supervisor; perform effectively with frequent interruptions and/or distractions.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: the provisions of the Nevada Revised Statutes and Administrative Code with regard to licensing teachers; requirements for each type of certificate, endorsement, major/minor, extension, renewal and update; licensing requirements and procedures. **Skill in:** analyzing and evaluating college/university transcripts; communicating effectively verbally and in writing; interpreting rules and regulations. **Ability to:** identify official transcript/certification information; analyze and interpret coursework from university catalogs or documentation from school districts and university educational professionals

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

5.221

ESTABLISHED: 7/1/65
REVISED: 4/1/69
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