

Job Opportunity

Commission on Teacher Credentialing

Ensuring high quality educators for California's diverse students, schools and communities



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACE IN PUBLIC SERVANTS.

CONSULTANT IN TEACHER PREPARATION (Program Evaluation & Research)

Salary:	\$5,984 - \$7,489	Work Hours:	8:00 a.m. – 5:00 p.m.
Tenure/Timebase:	Permanent/Fulltime	Final Filing Date:	Until Filled
Contact:	Ashim Gardner (916) 324-3937 agardner@ctc.ca.gov	Office/Location:	Commission on Teacher Credentialing Professional Services Division 1900 Capitol Avenue Sacramento, CA 95811-4213

The Commission on Teacher Credentialing (CTC) is a Special Funded agency and is conveniently located in the downtown area near many popular restaurants, shops, public transportation, and affordable parking options. The purpose of the CTC is to ensure integrity and high quality in the preparation, conduct and professional growth of the educators who serve California's public schools. Its work shall reflect both statutory mandates that govern the Commission and research on professional practices.

DUTIES:

Under direction of a Teacher Preparation Administrator I, Professional Services Division, the Consultant in Teacher Preparation (Program Evaluation and Research) is responsible for the following:

- **Accreditation Unit Work** - Responsible for assistance in the implementation of the accreditation system for institutions of higher education and local education agencies offering educator preparation programs. This includes the biennial reporting process, the program assessment process, the site visit process, and/or other accreditation–related responsibilities as assigned. Sample tasks the consultant would be responsible for may include communicating with current and prospective program sponsors about the standards, providing technical assistance, organizing and/or facilitating the review process for sponsors responding to new program standards as needed, training and coordinating the work of reviewers of program proposals, and reviewing preconditions for any program proposal received, and facilitating or assisting in facilitating any aspect of the accreditation process as directed by the Administrator of Accreditation and/or the Division Director.
- **Policy Development and Other Policy-Related Work** - Responsible for developing and/or updating of Commission policies relating to educator preparation, or assisting in the development and updating of these policies, as assigned. This work may include consultative and analytical duties in researching and developing policies relating to current issues in educator licensing, convening and coordinating the work of advisory panels, and preparation of agenda items for Commission action. If new policies and/or standards are adopted, the consultant is responsible for implementing and/or assisting in implementing related activities consistent with the new policies and standards.
- **Other Professional Services Division-related Work** – Responsible for assisting in other work relating to the activities of the Professional Services Division as needed and as directed by the Division's Administrators. This work may include work relating to assisting in the development of standards that serve as the basis for licensure examinations, work relating to public records act and other requests for information, and similar activities. Attend PSD division meetings, PSD staff meetings and policy discussions.

DESIRABLE QUALIFICATIONS:

- Experience in policy research related to teacher development, standards, programs and credentials
- Understanding of the CTC accreditation system
- Understanding of and/or experience with the Biennial Report process
- Experience coordinating and preparing agenda items for presentation before boards or commissions
- Experience working with and/or developing program standards

CONDITIONS OF EMPLOYMENT: *Fingerprint Clearance is Required.*

WHO MAY APPLY:

Individuals who possess the desirable qualifications listed above, and are currently at the Consultant in Teacher Preparation (Program Evaluation and Research) classification or who have list, transfer, or reinstatement eligibility to the above class may apply. Appointment is subject to the State restriction of Appointment (SROA).

FILING INSTRUCTIONS:

Interested applicants must submit a State Application form, STD 678, and resume addressed to Commission on Teacher Credentialing, Office of Human Resources at 1900 Capitol Avenue, Sacramento, CA 95811-4213, Attention Ashim Gardner, postmarked no later than the final filing date. Emailed or faxed applications will not be accepted. All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) and write "RPA No. 17-001" on their application. Applicants must provide verification that they meet the education requirements. For information on the minimum qualifications go to <http://www.calhr.ca.gov/state-hr-professionals/pages/2617.aspx>.

The applications will be screened and only the most qualified applicants will be invited for an interview. If you have any questions, request information concerning this posting, need assistance in the application process, or require any type of Reasonable Accommodation, please contact Ashim Gardner at 916-324-3937.

If your application is received by the final filing date and you do not hear from us within a reasonable amount of time (3-4 weeks) AFTER the final filing date, you may assume that the position has been filled by the appointment of another eligible person. May fill multiple positions.

Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

EEO Contact:

Rhonda Brown

(916) 322-6253

RBrown@ctc.ca.gov

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.