



Commission on Teacher Credentialing

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Legal Office

April 5, 2021

MEMORANDUM

To: All Individuals and Groups Interested in the Work of the Committee of Credentials of the California Commission on Teacher Credentialing

From: Mary Vixie Sandy
Executive Director

Subject: Committee of Credentials Recruitment Bulletin

The Commission on Teacher Credentialing has declared vacancies for the Secondary Teacher, School Administrator, and Public Member positions on the Committee of Credentials. The Commission asks that you post and circulate the attached recruitment bulletin and make copies of the application form available to all persons who may wish to be considered for appointment. Copies of the application can also be found on the Commission's website at <http://www.ctc.ca.gov>. The enclosed materials provide all necessary information.



The Commission on Teacher Credentialing invites applications from qualified persons to serve in the Secondary Teacher, School Administrator, and Public Member positions on the Committee of Credentials.

Final Filing Date: May 26, 2021

Requirements for Applicants

The Commission on Teacher Credentialing (CTC) is seeking applications for the following positions:

Secondary Teacher. Must be a full-time certified classroom teacher in the public secondary schools with not less than five (5) years of classroom experience.

School Administrator. Must be a certified practicing administrative employee in the public schools.

Public Member. Must be a representative of the public and may not currently be employed in either a certificated public school position and/or be a member of any governing board of a school district or county board of education.

The Work of the Committee

A member of the Committee of Credentials (Committee) participates in meetings to review allegations of misconduct and unfitness to teach for which applicants for issuance of credentials may be denied, or holders of credentials may be privately admonished, publicly reproved, suspended or revoked.

The Committee meets once a month to carefully review investigations into the fitness of the persons to perform the duties authorized by the credential applied for or held. The Committee then makes a disciplinary recommendation to the Commission.

Selection Procedure

The procedure will consist of a review of applications for selection of candidates to be interviewed by the CTC. Applicants selected for an interview will receive written notice.

In addition to evaluation of an applicant's relative abilities as demonstrated by quality and breadth of experience, emphasis in the interview will be on the evaluation of each applicant's:

A. Knowledge of:

The Education Code, California Code of Regulations, and case law as it relates to nexus to fitness to teach, adverse action against credentials, and the Committee of Credentials.

B. Ability to:

1. Analyze, appraise, and apply the appropriate legal standards in determining nexus to fitness to teach and the appropriate adverse action against credentials.
2. Read and comprehend investigative files in a limited amount of time.
3. Maintain a fair and impartial attitude without bias or prejudice.
4. Communicate effectively.
5. Establish and maintain cooperative working relationships with other Committee members and staff.
6. Maintain confidentiality.

GENERAL INFORMATION ON APPOINTMENT TO THE COMMITTEE OF CREDENTIALS

The Committee of Credentials (Committee) meets on the Wednesday, Thursday, and Friday of the third or fourth week of each month. Members must commit to reviewing investigatory files and materials preceding each meeting. Regular and reliable attendance is mandatory, although absence for good cause may be excused. Prior to the COVID-19 restrictions, the Committee met in person in Sacramento; however, the Committee is currently meeting via teleconference only.

Members of the Committee serve without compensation, but receive their necessary travel expenses at rates set by the State.

The Commission reimburses public school districts for the cost of any classroom substitutes needed as a result of a Committee member's attendance at a meeting.

Applicants should demonstrate that requirements for initial consideration are satisfied and, in addition, should provide complete information relative to educational background, work and professional achievements, community service and involvement.

Your application and resumé, if submitted, will be open to public inspection as a part of the selection process.

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 (including pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. 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 placed in public servants.

Please type or print legibly, sign your application, and send or deliver it to:

Commission on Teacher Credentialing
Legal Office
ATTN: Kristin Silva
1900 Capitol Avenue
Sacramento, CA 95811-4213

Or email to: ksilva@ctc.ca.gov



**APPLICATION FOR APPOINTMENT TO THE
COMMITTEE OF CREDENTIALS
OF THE COMMISSION ON TEACHER CREDENTIALING**

A. IDENTIFICATION:

1. Name _____
 Last First Middle

2. Address _____
 Number Street

- City _____ Zip Code _____

3. Cell Phone _____ Business Phone _____

- Home Phone _____

4. E-Mail Address _____

B. CATEGORY OF APPOINTMENT FOR WHICH YOU ARE APPLYING:

Elementary Teacher. Must be a full-time certified classroom teacher in the public elementary schools with not less than five (5) years of classroom experience.

Secondary Teacher. Must be a full-time certified classroom teacher in the public secondary schools with not less than five (5) years of classroom experience.

School Administrator. Must be a certified practicing administrative employee in the public schools.

School Board Member. Must be a member of the governing board of a school district.

Public Member. Must be a representative of the public and may not currently be employed in either a certificated public school position and/or be a member of any governing board of a school district or county board of education.

C. CURRENT AND FORMER EMPLOYMENT:

List your current and former employment for the past ten (10) years. Please include dates of employment.

D. EDUCATION AND EXPERIENCE:

1. Name and Location of College or Univ.	Course of Study	Completed		Degree	Date Completed
		Semester	Quarter		

2. Business, Correspondence, Trade, or Service Schools	Course of Study
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G. PROFESSIONAL FITNESS QUESTIONS

1. Have you ever been convicted of a felony or misdemeanor?

Yes No

(If yes, attach explanation)

2. Have you ever been dismissed or resigned from, or otherwise left employment because of allegations of misconduct or while allegations of misconduct were pending?

Yes No

(If yes, attach explanation)

3. Are you currently the subject of an inquiry or investigation by any law enforcement agency or any licensing agency in California or any other state?

Yes No

(If yes, attach explanation)

4. Are any criminal charges currently pending against you?

Yes No

(If yes, attach explanation)

5. Have you ever had any credential, including but not limited to, any Certificate of Clearance, permit, credential, license or other document authorizing public school service, revoked, denied, suspended, publicly reprimanded, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

Yes No

(If yes, attach explanation)

6. Have you ever had any professional or vocational (not teaching or educational) license revoked, denied, suspended, and/or otherwise subjected to any other disciplinary action (including an action that was stayed) in California or any other state or place?

Yes No

(If yes, attach explanation)

7. Have you ever been involved in an educator discipline matter or the educator discipline process in California (including investigation, defense, prosecution, employment related hearings, or otherwise)?

Yes No

(If yes, attach explanation)

You must obtain fingerprint clearance as part of the appointment process.

H. CONFLICT OF INTEREST

Please disclose any conflicts of interest that you believe will impact your impartiality in making recommendations as to educator discipline cases in California. Explain.

I. LETTERS OF RECOMMENDATION

All applicants must provide at least two (2) letters of recommendation. These letters must be submitted with your application.

VERIFICATION BY APPLICANT

I hereby certify that all statements made in this application are true and correct. I understand that if I am selected for appointment I must execute an Oath of Office and abide by the laws and rules applicable to officers of the State of California.

Signature

Date

You may attach a resumé and other materials you wish the Commission to consider.