



## **Commission on Teacher Credentialing**

1900 Capitol Avenue Sacramento, CA 95811 (916) 324-5953 Fax (916) 323-6735 [www.ctc.ca.gov](http://www.ctc.ca.gov)

*Division of Professional Practices*

May 9, 2017

### **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

Vanessa C. Whitnell  
Director of the Division of Professional Practices

Subject: Committee of Credentials Recruitment Bulletin

The Commission on Teacher Credentialing has declared three (3) alternate positions for a School Administrator 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.



## COMMITTEE OF CREDENTIALIALS

**The Commission on Teacher Credentialing invites applications from qualified persons to serve in the School Administrator position on the Committee of Credentials.**

### **Final Filing Date: Until Filled**

### **Requirements for Applicants**

The Commission on Teacher Credentialing (CTC) is seeking appointment to fill the following alternate positions:

**Three (3) alternate positions for a School Administrator. Applicants must be a *certified practicing administrative employee* in the public schools.**

### **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 decision whether or not to recommend discipline.

### **Selection Procedure**

The procedure will consist of an initial review of applications for selection of candidates to be interviewed by the CCTC. 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:**

1. Community standards of behavior as applied to certificated public school employees.
2. Community attitudes toward public school education.
3. Circumstances and conditions under which certificated persons are employed.
4. Evaluation of evidence.
5. Elementary parliamentary procedure.

### **B. Ability to:**

1. Analyze, appraise, and apply sound judgment regarding allegations of misconduct and unfitness to teach.
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. Demonstrate sensitivity to the rights and concerns of the public, the teaching profession, school employers and persons charged with misconduct.

## **SPECIFIC INSTRUCTIONS AND INFORMATION TO APPLICANTS FOR APPOINTMENT TO THE COMMITTEE OF CREDENTIALS**

### **Why this application is required of all persons who wish to serve on the Committee of Credentials:**

The Committee of Credentials and the Commission on Teacher Credentialing are charged by law with evaluation of the moral character and fitness of all persons who wish to teach or perform certified services in the public schools. The Commission, which appoints members to the Committee, is deeply concerned that the Committee members it appoints will meet the same high standards that will be applied to the teachers and applicants whom they evaluate.

The Committee of Credentials is a working Committee which meets three (3) to four (4) days each month in Sacramento. The Committee spends many hours reading investigative reports, weighing evidence, questioning credential applicants and holders, and deliberating and making recommendations that deeply affect the lives and livelihoods of persons before it; all without revealing or disclosing to any other persons the information received through investigation or hearings.

Successful applicants for Committee membership will receive little or no public credit for a job well done, but they will be much appreciated by a grateful Commission on Teacher Credentialing and by the school children who may never know the Committee members' names, but whose safety will have been secured by their efforts.

1. Qualifications are set by law and may not be waived.
2. All questions on the application form are to be answered in the spaces provided. Resumés are to be used for supplementary purposes only.
3. Please type or print legibly using black ribbon or black ball-point so that your application can be reproduced.
4. Please sign your application and send or deliver it to:

California Commission on Teacher Credentialing  
Division of Professional Practices  
ATTN: Kristin Zraggen  
1900 Capitol Avenue  
Sacramento, CA 95811-4213



**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. Business Phone: ( ) \_\_\_\_\_ Home Phone: ( ) \_\_\_\_\_
  
4. E-Mail Address \_\_\_\_\_

**B. CATEGORY OF APPOINTMENT FOR WHICH YOU ARE APPLYING:**

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

**C. EDUCATION AND EXPERIENCE:**

High School Graduate Yes  No

Passed High School Equivalency Tests Yes  No

1. Name and Location of College or Univ.	Course of Study	Completed Semester	Quarter	Degree	Date Completed
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2. Business, Correspondence, Trade, or Service Schools Course of Study

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3. Currently valid certificates of professional or vocational competence, licenses, and expiration dates.

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4. Membership in professional associations. Please include dates of membership.

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5. Evidence of recent educational involvement, i.e., committees/commissions. Please include dates of membership.

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**D. ADDITIONAL ACHIEVEMENTS:**

Please summarize your accomplishments and involvement in community service which you believe would contribute to your value as a member of the Committee of Credentials:

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**E. ADDITIONAL BACKGROUND:**

The work of the Committee of Credentials requires sensitivity to or experience with community standards of behavior as applied to certificated persons. It also requires an ability to analyze evidence as it relates to such behavior and the circumstances and conditions under which certificated persons are employed. What skills/experiences do you have that will assist the work of the Committee?

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**F. HAVE YOU EVER BEEN CONVICTED OF A FELONY OR MISDEMEANOR?**

Yes  No

(If yes, attach explanation)

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

**G. 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.**

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**Signature**

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**Date**

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

## **General Information**

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

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.

The Committee meets in Sacramento, usually on the Wednesday, Thursday, and Friday of the third or fourth week of each month. Members generally must spend at least one-half day immediately preceding each meeting reviewing files and materials at the Commission offices. Regular and reliable attendance is mandatory, although absence for good cause may be excused.

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 Commission on Teacher Credentialing provides an equal opportunity to all regardless of sex, race, religion, ancestry or disability. We encourage applications from a diverse cross-section of qualified applicants.**

Address all requests for application forms to:

California Commission on Teacher Credentialing  
Division of Professional Practices  
ATTN: Kristin Zraggen  
1900 Capitol Avenue  
Sacramento, CA 95811-4213