

CCAC

Credential Counselors and Analysts of California

JOB DESCRIPTION

JOB TITLE: County Representative

RESPONSIBLE TO: CCAC Membership at Large, the Board of Directors as specified in the bylaws and the CCAC President

GENERAL SUMMARY: With the assistance and concurrence of the Board of Directors, the County Representative will serve as CCAC Advisory Committee member for County members as well as outside organizations

PRINCIPAL DUTIES AND RESPONSIBILITIES AS COUNTY REPRESENTATIVE:

- Help establish and reach organizational goals
- Attend organizational meetings as appropriate
- Serve as a liaison to the membership; help those seeking our assistance
- Respond to duties as assigned in a timely manner. Representative duties may include, but not be limited to:
 - Maintain regular contact with membership through-e-mail communication and postal mail
 - Historian
 - Special assignments as needed-
- Serve as primary contact for new County Office staff
- Liaison to County with the latest information on Commission on Teacher Credentialing (CTC) policies and procedures
- Liaison to planning appropriate training for CCAC conference
- Represent County as a member of the Advisory Committee

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- CCAC member in good standing
- Understanding of the impact of credentialing issues and the Commission on Teacher Credentialing on constituents of CCAC
- Able to interact with individuals from IHEs, County/District Offices, and the Commission on Teacher Credentialing
- Able to travel and attend meetings
- Able to work independently-on assigned projects
- Present a positive and professional image when representing CCAC

EXPERIENCE:

A minimum of five years recent experience working in the credential field is preferred.