

CCAC

Credential Counselors and Analysts of California

JOB DESCRIPTION

JOB TITLE: District 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 District Representative will serve as CCAC Advisory Committee member for District members as well as outside organizations

PRINCIPAL DUTIES AND RESPONSIBILITIES AS DISTRICT 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
 - Special assignments as needed
 - CCAC conference tasks
- Serve as primary contact for new district staff
- Liaison to Districts with the latest information on Commission on Teacher Credentialing (CTC) policies and procedures
- Assist with planning appropriate training for CCAC conference
- Represent Districts as a member of the Advisory Committee

REQUIREMENTS:

- Attend CCAC Fall Conference and other sponsored events
- Travel and attend Board, Conference and Commission meetings
- Able to work independently on assigned projects

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

EXPERIENCE:

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