

CCAC

Credential Counselors and Analysts of California

JOB DESCRIPTION

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

PRINCIPAL DUTIES AND RESPONSIBILITIES AS IHE 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 IHE staff
- Represent IHE membership as a member of the Advisory Committee
- Attend Advisory Committee meetings as scheduled
- Serve on CCAC Conference 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.