

CCAC

Credential Counselors and Analysts of California

JOB DESCRIPTION

JOB TITLE: Vice-President Programs

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 Vice-President Programs plans and directs the Fall Conference

PRINCIPAL DUTIES of the BOARD OF DIRECTORS:

- Ensure that the business of CCAC is properly conducted and responsive to the needs of the membership
- Attend all Board meetings, establish policy, adopt an annual budget; approve all non-travel expenditures in an amount over \$1500.00 and all travel expenses over \$3000
- Establish committees as necessary
- Represent the position of CCAC on issues and ensure that the views of CCAC are communicated as necessary or desirable
- Require that the President and/or a designated representative of CCAC attend and report to the Board of Directors and the membership on meetings of the California Commission on Teacher Credentialing or any other state agency which may have authority that directly relates to credentialing
- Conduct conferences consistent with the purpose of the organization.

PRINCIPAL DUTIES AND RESPONSIBILITIES AS VICE-PRESIDENT PROGRAMS:

- Plan and direct CCAC programs including the Fall Conference
 - Nominate members for and chair the Conference Steering Committee within 60 days of taking office and Conference Committee at large as needed
 - Assign duties to Steering Committee and Conference Committee members
 - Propose appropriate conference contracts for Board of Directors approval as stated in the bylaws
 - Report status of conference to Board of Directors at meetings
- Be available to support, assist and help educate other analysts when requested
- Perform related duties as assigned or as the situation dictates
- Articulate organizational position when requested to do so by the President

- Approve with the President and the Treasurer all orders or checks for disbursement of funds
- Present a positive and professional image when representing CCAC

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Strong organizational skills
- CCAC member in good standing
- Understanding of credentialing issues, as well as the function of the California Commission on Teacher Credentialing, Commissioners, and staff, and how they interact with one another
- Ability to interact with individuals from IHEs, County/District Offices and the California Commission on Teacher Credentialing
- Able to travel and attend meetings is vital
- Able to work independently and to cooperate with others to accomplish a successful conference

PREFERRED EXPERIENCE:

Two years or more of service on CCAC Committees or five years experience working in credentials preferred.