



EXEMPT APPOINTMENT OPPORTUNITY

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS, OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENT: COMMISSION ON TEACHER CREDENTIALING
POSITION TITLE: EXECUTIVE DIRECTOR
SALARY: \$10,672 - \$11,544 PER MONTH
FINAL FILING DATE: JUNE 30, 2011 OR UNTIL FILLED
(The position will be available on (01/01/12))

AN EXEMPTION FROM THE GOVERNOR'S CURRENT HIRING FREEZE IS PENDING.

The California Commission on Teacher Credentialing is an agency in the Executive Branch of California State Government. It was created in 1970 and is the oldest autonomous educator standards boards in the nation. The Commission establishes, maintains, and enforces standards for educator preparation, licensing and discipline, ensuring that each credential holder meets the highest standards of professionalism and academic excellence. The Commission is also responsible for the accreditation of more than 255 educator preparation institutions.

The Commission consists of nineteen members. Fourteen are appointed by the Governor and serve as volunteers for four-year terms. The State Superintendent of Public Instruction or a designee serves as the fifteenth voting member. Four additional nonvoting members are selected from the major segments of California higher education.

DESIRED BACKGROUND EXPERIENCE:

The Commission seeks a highly motivated leader committed to developing California education policy. The ideal candidate will have proven experience with strong administrative, management and leadership skills and an understanding and appreciation of the mission and structure of the Commission.

DUTIES AND RESPONSIBILITIES:

The Executive Director serves as the Secretary and Chief Executive Officer of the Commission. The Executive Director has three broad roles and responsibilities; Secretary and Advisor to the Commission; Chief Executive Officer of the Commission and Representative of the Commission.

Secretary and Advisor to the Commission:

- Develop and recommend legislation, California Code of Regulations and Commission policies and procedures designed to improve educator preparation and credentialing in California.

- Assure efficient and effective functioning of the Commission, including preparation of Commission agenda, implement Commission directives and organization of special conferences sponsored by or for the Commission.
- Keep the Commission abreast of significant research, field studies, and other findings related to the preparation and credentialing of educators.

Chief Executive Officer of the Commission:

- Perform the statutory responsibilities of the Commission. Any person, duty, purpose, function, or jurisdiction which the Commission may lawfully delegate is delegated to the Executive Director unless the Commission specifically has reserved the same for its own action. (Education Code 44220(b)).
- Organize, coordinate and supervise Commission staff.
- Provide fiscal management for the Commission by developing, presenting before the Legislature and implementing the annual Commission budget, as well as administer contracts.
- Serves as the chief planner for the Commission, providing reports periodically on the status of projects planned or authorized by the Commission.
- Develop, publish, and administer the Commission's Strategic Plan.
- Assume statewide and national leadership in the improvement of teacher preparation and credentialing.

Representative for the Commission:

- Serve as liaison with, and convey findings and recommendations of the Commission to, the Legislature, the Governor, the State Board of Education, the Superintendent of Public Instruction, the State Department of Education, the Department of Finance, the educator preparation institutions, Commission stakeholders and the general public.
- Participate in regional and national conferences dealing with educator preparation and credentialing.

DESIRABLE QUALIFICATIONS:

- Broad and extensive senior management or administrative level experience with an education system.
- Appropriate formal education.
- Experience working with Commissions, Boards, or Committees.
- Experience appearing before legislative and administrative bodies.
- An understanding of the Commission's mission and structure.
- Earned a teaching credential.
- Strong communication skills, ability to speak and write clearly and persuasively and listen attentively.
- Seasoned, mature judgment; ability to be as firm or flexible as the situation requires.
- Executive Presence - Ability to earn the confidence and respect of others.
- Self confidence tempered by diplomacy and humility.
- Creativity and Innovation - Applies new ways of thinking. Has the ability to solve problems, create new ideas, and develop new approaches to achieve the Department's mission.

- Credibility and Integrity – Understands internal and external customers. Has the ability to make decisions and be accountable for those decisions.
- Tolerant of and effective in guiding process decision making; ability to articulate and work through group processes.
- Team Oriented - Ability to build, foster, manage, and lead successful team efforts. Cooperates to achieve the Department's mission, goals, and values and encourages diversity of opinions.
- Highest ethical standards and conduct; holds self and others accountable.
- Disciplined, dependable, pragmatic, and hardworking.
- Commitment to diversity.
- Personally committed to the mission and goals of the Commission on Teacher Credentialing.
- Communication – Has a clear expression of ideas, thoughts and expectations and is an active listener. Understands that people process information differently, takes initiative to build relationships; understands cultural differences.
- Staff Development – Recognizes that people are the Department's most valuable resource. Takes the time to develop and encourage staff to achieve their true potential.

PERSONAL CHARACTERISTICS:

The ideal Executive Director will have demonstrated outstanding leadership skills with a solid record of achievement as an executive. He/she will be broadly knowledgeable of education issues and will possess excellent consensus building, negotiation and communication skills, and will enjoy a reputation for honesty, integrity, strong character, creative strategic thinking, and for working effectively with Commissioners.

STATEMENT OF QUALIFICATIONS:

When responding to the Statement of Qualifications, applicants must follow these guidelines:

- Your responses must be typewritten or generated by word document on 8 ½" x 11" paper, using no smaller than a 12 point font.
- Your responses must be limited to one page per item.
- Identify each page with your full name.
- Make sure your responses are complete, specific, clear, and concise.
- Answer each numbered item separately indicating the corresponding item number for each response.

All interested applicants are required to submit a Statement of Qualifications with specific information on how his/her background, knowledge, skills, and abilities meet the desirable qualifications, and desirable/personal characteristics. The Statement of Qualifications must discuss the following critical factors:

1. Describe your leadership ability, including techniques of organizing and motivating groups and/or employees.
2. Describe your experience dealing effectively with a variety of individuals, organizations, state agencies, and local governments.
3. Describe your knowledge of the principles and practices of public administration, organization and management.

4. Describe your knowledge of and experience with the California legislative and budgetary processes.
5. Describe your experience with the California Education Code.
6. Describe your working knowledge of, and experience with, planning, developing, and implementing policies and procedures that improve educator preparation and credentialing in California.
7. Describe your experience that relates to your ability to apply consistent and fair application of statutes and regulations.
8. Describe your experience in participating with regional and national conferences dealing with educator preparation and credentialing.
9. Describe a strategy/action that demonstrates your ability to be creative and/or innovative in developing a policy alternative to a particularly challenging issue.
10. Describe your knowledge of the Department's mission, organization, functions, and policy goals.

SELECTION PROCESS:

Only the most qualified candidates will be invited to the interview. The interviews will be held in Sacramento.

CONDITIONS OF EMPLOYMENT:

Fingerprint clearance is required.

FILING INSTRUCTIONS:

Application packages postmarked or personally delivered after 4:30 p.m. on the final filing date, will not be accepted.

In addition, the applicant must submit to the Commission, a Standard State Application (Form 678), the Statement of Qualifications described above, a current resume (resume does not take the place of the Statement of Qualifications), and a list that includes three professional references (names and telephone numbers).

Application packages must be submitted to:

COMMISSION ON TEACHER CREDENTIALING
OFFICE OF HUMAN RESOURCES
LINDA GOODMAN
1900 CAPITOL AVENUE
SACRAMENTO, CA 95811-4213

Questions regarding the selection process may be directed to: Linda Goodman at LGoodman@ctc.ca.gov or at (916) 323-4650.