

# Job Posting: Consultant in Teacher Preparation (Program Evaluation and Research)

## Commission on Teacher Credentialing

JC-238161 -  
Consultant in Teacher Preparation (Program Evaluation and Research)  
CONSULTANT IN TEACHER  
PREPARATION/PROGRAM EVALUATION AND  
RESEARCH

\$5,861.67 - \$8,804.00 per Month

**Final Filing Date: Until Filled**

## Job Description and Duties

**Note: Salaries do not reflect reductions arising from the COVID-19 pandemic. Information for actual reductions is available in the Human Resources Manual, Section 2113, Personal Leave Program (PLP) at <http://hrmanual.calhr.ca.gov/Home/ManualItem/1/2113>. Service Employees International Union (SEIU) – Bargaining Unit 1, 3, 4, 11, 14, 15, 17, 20, and 21.**

**Accreditation Unit Work** - Responsible for assistance in the implementation of the accreditation system for institutions of higher education and local education agency-based programs offering educator preparation programs. This includes document review processes, the site visit process, and/or other accreditation-related responsibilities as assigned.

Sample tasks the consultant would be responsible for may include communicating with current and prospective program sponsors about the Commission's standards, providing technical assistance, organizing and/or facilitating the Initial Institutional Approval (IIA) review process for sponsors interested in offering a new educator preparation program as well as for reviewing responses to program standards as needed, training and coordinating the work of reviewers of program submissions, reviewing preconditions, common standards, and/or program standards responses for any program submissions received, and facilitating or assisting in facilitating any aspect of the accreditation process as directed by the Administrator of Accreditation and/or the Division Director.

**Policy Development and Other Policy-Related Work** - Responsible for research, development and/or updating of Commission policies relating to educator preparation, or assisting in the development and updating of these policies, as assigned. This work may include consultative and analytical duties in researching and developing policies relating to current issues in educator licensing, convening and coordinating the work of advisory panels, and preparation of agenda items for Commission action. If new policies and/or standards are adopted, the consultant is responsible for implementing and/or assisting in implementing related activities consistent with the new policies and standards.

You will find additional information about the job in the [Duty Statement](#).

## Minimum Requirements

You will find the Minimum Requirements in the Class Specification.

- [CONSULTANT IN TEACHER PREPARATION/PROGRAM EVALUATION AND RESEARCH](#)

## Additional Documents

- [Job Application Package Checklist](#)
- [Duty Statement](#)

## Position Details

**Job Code #:** JC-238161  
**Position #(s):** 192-201-2635-020  
**Working Title:**  
**Consultant in Teacher Preparation (Program Evaluation and Research)**  
**Classification:**  
 CONSULTANT IN TEACHER PREPARATION/PROGRAM EVALUATION AND RESEARCH  
 \$5,861.67 - \$8,804.00

**# of Positions:** 1  
**Work Location:** Sacramento County  
**Job Type:** Permanent, Full Time

## Department Information

The Commission on Teacher Credentialing (CTC) is conveniently located in the downtown area near many popular restaurants, shops, public transportation, and affordable parking options. The purpose of the CTC is to ensure integrity and high quality in the preparation, conduct and professional growth of the educators who serve California's public schools. Its work shall reflect both statutory mandates that govern the Commission and research on professional practices.

## Special Requirements

- The position(s) require(s) a Background Investigation be cleared prior to being hired.

## Application Instructions

Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Final Filing Date: Until Filled

## Who May Apply

Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, have list eligibility, are in the process of obtaining list eligibility, or have SROA and/or Surplus eligibility (please attach your letter, if available). SROA and Surplus candidates are given priority; therefore, individuals with other eligibility may be considered in the event no SROA or Surplus candidates apply.

Applications will be screened and only the most qualified applicants will be selected to move forward in the selection process. Applicants must meet the Minimum Qualifications stated in the Classification Specification(s).

## How To Apply

Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.CalCareers.ca.gov](http://www.CalCareers.ca.gov). When submitting your application in hard copy, a completed copy of the Application Package listing must be included. If you choose to not apply electronically, a hard copy application package may be submitted through an alternative method listed below:

## Address for Mailing Application Packages

You may submit your application and any applicable or required documents to:

Commission on Teacher Credentialing  
Attn: Office of Human Resources  
1900 Capitol Ave  
Sacramento, CA 95811

## Address for Drop-Off Application Packages

You may drop off your application and any applicable or required documents at:

Commission on Teacher Credentialing  
Office of Human Resources  
1900 Capitol Ave  
Sacramento, CA 95811  
08:00 AM - 05:00 PM

## Required Application Package Documents

The following items are required to be submitted with your application. Applicants who do not submit the required items timely may not be considered for this job:

- Current version of the State Examination/Employment Application STD Form 678 (when not applying electronically), or the Electronic State Employment Application through your Applicant Account at [www.CalCareers.ca.gov](http://www.CalCareers.ca.gov). All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Resume is optional. It may be included, but is not required.

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

## Desirable Qualifications

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

- Background and/or experience in accreditation
- Integrity – consistently adheres to his/her duties to execute the mission and responsibilities of the Commission
- Expertise – is a reliable source of accurate information
- Teamwork – works collaboratively and in recognition of the contribution each person makes to the common purpose
- Respect – recognizes the validity of other points of view and treats others with civility
- Problem Solving – strives to find creative, practical and effective solutions to achieving desired goals
- Excellent writing skills, strong analytical, judgment, organizational and presentation skills
- Ability to interpret and transform regulations into policy
- Proficiency in Outlook, Excel, PowerPoint, and Word
- Ability to follow detailed instructions

## Benefits

Benefits include paid vacation and sick leave, paid holidays and other types of leave, comprehensive health, dental, and vision benefits with a variety of choices, and CalPERS retirement options (the nation's largest public pension plan). For more details about employee benefits, visit the California Department of Human Resources website.

<https://www.calhr.ca.gov/employees/pages/salary-and-benefits.aspx>

### **General State Employment Benefits and Protections**

[Click here](#) to view more information about the outstanding benefits offered to State employees.

## Equal Opportunity Employer

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. 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.