CLASS TITLE: SENIOR ACADEMIC ADVISOR

BASIC FUNCTION:

Under the direction of the Executive Director of Teacher Support Services, plan, coordinate, direct, and participate in educator candidate advisement activities to meet the requirements of the California Department of Education (CDE) and California Commission on Teacher Credentialing (CTC) accredited credential and certification programs assuring compliance with Federal and State laws, Education Code, Administrative Code, CDE and CTC policies; maintain current knowledge of state university credentialing options; evaluate transcripts and work experience; answer technical and difficult questions requiring in-depth knowledge of regulations pertaining to credentialing and certification; provide in-service training to educational institutions (e.g., schools, districts, county offices of education, universities; government agencies); provide regularly scheduled orientations to educator candidates about CDE and CTC credential and certification programs; advise and assist educational institutions in assignment of certificated staff.

REPRESENTATIVE DUTIES:

Plan, coordinate, direct, and participate in educator advisement activities to assure compliance with California Department of Education (CDE) and California Commission on Teacher Credentialing (CTC) policies, Federal and State laws and regulations, Education Code, Administrative Code, and VCOE policies; assist educator candidates in the transition to full certification.

Plan and participate in recruitment of new educator candidates; plan, organize and conduct orientation meetings to both current candidates and those seeking information on a career in education.

Evaluate transcripts and work experience; answer technical and difficult questions requiring interpretation, research, and in-depth knowledge of regulations pertaining to educator credentialing and certification.

Remain current on Federal, State and County laws, regulations and policies related to Federal and State certification and credentialing, including renewal requirements; interpret, apply and explain procedures and assist educational institutions’ Personnel Departments and certificated candidates in completing forms and other documents.

Communicate with the Personnel Departments of educational institutions and with the public to provide information and assistance related to CDE and CTC accredited credential and certification programs, including laws, rules, regulations, and activities and to resolve issues, complaints, or concerns.

Create, revise, and update forms as necessary to reflect changes in regulations affecting the CDE and CTC accredited programs.
Attend County and State trainings to remain informed of changes in Federal and State laws, Education Code, Administrative Code, CDE and CTC policies. 

Advise and assist staff at educational institutions on credential and certificated programs procedures and requirements, assignment practices, and governing legalities; plan, organize and conduct workshops and in-service trainings to educational institutions. 

Advise and assist individuals and educator candidates seeking information and applying for credentials and certifications; evaluate and determine an individuals’ eligibility for credential and certifications, including more difficult and technical situations; notify individuals of requirements to meet credential and certification requirements; 

Advise and assist educator candidates enrolled in VCOE accredited credential and certification programs (e.g., General Education Induction Program, Education Specialist Induction Program, Clear Administrative Services Credential Program, Designated Services Credential Programs, Language Academic Development Program, Special Education Added Authorization Programs) regarding program and credential requirements, including applying for VCOE recommended credentials. Monitor educator candidates’ program progress and ensure that any VCOE credential recommendations were correctly issued by the CTC. 

Maintain accurate files and records of educator candidates in California Department of Education (CDE) and California Commission on Teacher Credentialing (CTC) accredited credential and certification programs (e.g., General Education Induction Program, Education Specialist Induction Program, Clear Administrative Services Credential Program, Designated Services Credential Programs, Language Academic Development Program, Special Education Added Authorization Programs); provide input as to CDE and CTC reporting mechanisms, revise and update reports as necessary, and specifications for program changes. 

Maintain records for program costs and work with educational institutions and VCOE department staff regarding the invoicing and updating of educator candidate records. 

Operate a variety of office equipment, including a computer, mobile devises, multi-line phone, copier, printer, fax machine. 

Maintain proficient knowledge in various office software (e.g., Microsoft Office, email, web browsers, databases, learning management systems, online programs and applications). 

Perform related duties as assigned. 

**KNOWLEDGE AND ABILITIES:** 

**KNOWLEDGE OF:** 
Certification and Credential laws, regulations, practices, and procedures. 
California Department of Education and California Commission on Teacher Credentialing credential and certification programs. 
Principles and practices of staff development relating to in-service and group advisement. 
Technical aspects of the credentialing field.
Interpersonal skills using tact, patience and courtesy.
University policies and objectives leading to educator certification.
Correspondence and report writing techniques.
Modern office practices, procedures and equipment.
Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

Plan, coordinate, direct, and participate in complex and technical certification and credentialing activities to assure compliance with CDE and CTC policies, Federal and State laws and regulations, Education Code, Administrative Code, and VCOE policies.
Evaluate transcripts and work experience and answer technical and difficult questions.
Advise and assist individuals in obtaining certification and credentials.
Understand, apply and advise staff at educational institutions on rules and regulations, policies, and procedures governing certification and credentialing.
Plan and present workshops and in-service training.
Maintain current knowledge of program rules, regulations, requirements and restrictions.
Establish and maintain cooperative and effective working relationships with others.
Maintain records and prepare reports.
Operate a computer terminal to enter data, maintain records and generate reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by two-year college-level course work in business, education, secretarial science, or related field and three years increasingly technical credentialing experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:
Is subject to inside environmental conditions, subject to driving to school district and university sites to conduct work, may be required to use personal vehicle in the course of employment.

PHYSICAL ABILITIES:

Require vision (which may be corrected) to read small print, perform work which is primarily sedentary, may be required to work at a video display terminal for prolonged periods, may be required to work evenings or weekends, hearing and speaking to communicate with others, lifting up to 10 pounds, dexterity of hands and fingers to operate a computer keyboard, and reaching, pulling, and pushing to file and retrieve records.