



TEACHER PREPARATION ADMINISTRATOR I

(PROGRAM EVALUATION AND RESEARCH)

OPEN

CONTINUOUS FILING

Class Code: 2637 EU90
Examination Code: 5LT02

Bulletin Release Date: January 14, 2015
Final Filing Date: Continuous

EEO

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 (included pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG-FREE STATEMENT

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

WHO SHOULD APPLY?

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for examination. If you receive a passing score, you may be invited to a hiring interview. Candidates passing scores will only be good for 24 months.

FILING INSTRUCTIONS

Final Filing Date: Continuous

Where to Apply: To apply for this examination, you must submit a complete examination application. The following documents comprise a complete application/examination package:

- Completed Examination/Employment Application (STD. 678)
- Evidence of completion (copy) of required credential and/or education.

To obtain copies of the Examination/Employment Application go to the following link

FILING INSTRUCTIONS (con't)

Please complete and submit your Examination/Employment package to:
Commission on Teacher Credentialing
Administrative Services Division - Office of Human Resources
1900 Capitol Avenue
Sacramento, CA 95811-4213

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special assistance or special testing arrangements, please mark the box in question #2 on the "Examination Application". You will be contacted to make specific arrangements.

SALARY INFORMATION

\$6488 - \$8125 per month

ELIGIBLE LIST INFORMATION

The names of successful competitors will be merged onto the eligible lists in order of final scores regardless of test date. Eligibility expires 24 months after it is established. Competitors must then reapply by submitting a complete application/examination package.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination bulletin.

(Applicants who do not meet the credential requirement will be admitted to the examination, but must meet the requirement before being considered eligible for appointment.)

MINIMUM QUALIFICATIONS

Credential Requirement: Possession of a valid California supervision or administration credential or credential or life diploma of equivalent authorization. (Applicants who do not meet the credential requirement will be admitted to the examination but must meet the requirement before they will be considered eligible for appointment.)

(Possession of an earned master's or doctorate degree, from an accredited institution, or equivalent degree approved by the California Superintendent of Public Instruction under the provisions of California Education Code Section 94310 (b), in educational evaluation, curriculum evaluation, education or a closely related field, may be substituted for the required credential.)

(One year of experience in the Commission on Teacher Credentialing performing program evaluation and/or research duties equivalent to those performed by the class of Assistant Consultant in Teacher Preparation, Range B, or higher may be substituted for the required

credential. Experience used in this manner to meet the credential requirement must be in addition to that used to meet the experience requirement.)

MINIMUM QUALIFICATIONS (con't)

And Either Pattern I

Experience Requirement: One year of experience in the California State service performing professional education duties at a level of responsibility equivalent to that obtained in the class of Consultant in Teacher Preparation (Program Evaluation and Research); or two years of experience in the California State service performing professional duties at a level of responsibility equivalent to that obtained in the class of Assistant Consultant in Teacher Preparation, Range B.

Or Pattern II

Four years of professional education experience in one or a combination of the following: administration or teaching in teacher education at the college or university level; directing or conducting research relating to teacher education, program evaluation, or program planning; and/or administration, supervision, or the equivalent staff level experience in a public school district.

(Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, or II. For example, candidate's possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.)

POSITION DESCRIPTION

The Teacher Preparation Administrator I (Program Evaluation and Research) is the first supervisory level over professionals at the Consultant and Assistant levels. Incumbents supervise three-seven professionals at the Consultant and Assistant levels; direct the development, administration, evaluation, and approval of professional education preparation programs; and plan, organize, and direct related research activities. In addition to these supervisory responsibilities, incumbents personally lead the most sensitive onsite evaluations; develop new program evaluation standards; and testify before the Legislature regarding program evaluation.

Positions exist with the Commission on Teacher Credentialing, Sacramento.

EXAMINATION INFORMATION

This examination will consist of an education and experience process. Applicants that score within the top 3 ranks may be asked to interview at a time when a position becomes available. It will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum of 75% must be obtained upon review of your education and experience.

KNOWLEDGE AND ABILITIES

A. Knowledge of:

1. Current laws and trends in teacher education in California.
2. Organization and structure of California teacher education.
3. Curriculum trends and teaching practices in the California public schools and the legislative process in California.
4. National and regional accreditation policies and procedures.
5. Principles and methods of education evaluation literature in the field of curriculum, teaching, teacher education and program evaluation.

B. Ability to:

1. Interpret and apply provisions of the California Education Code and the policies and regulations of the Commission on Teacher Credentialing.
2. Analyze policy issues in teacher education and prepare recommendations.
3. Analyze legislation and its fiscal impact on the Commission.
4. Perform in an independent and creative manner.
5. Speak effectively and write clear, concise reports.
6. Utilize effective techniques in human relations.
7. Analyze situations accurately and take effective action.
8. Analyze policy issues related to the evaluation of professional preparation programs.
9. Utilize alternative approaches to the determination of program status.
10. Consult with colleges and universities regarding teacher education programs and evaluation.
11. Conduct research in program evaluation.
12. Prepare policy recommendations.
13. Effectively and efficiently manage a staff and program within the resources provided.
14. Review and edit written documents.
15. Establish and maintain project and departmental priorities.
16. Work effectively with administrative personnel in the department and in other governmental agencies.
17. Supervise subordinate staff.
18. Effectively contribute to the Commission's Equal Employment Opportunity objectives.

BENEFITS

- Employer/employee paid health and dental insurance
- Employer paid vision insurance
- Paid Vacation/Sick/Annual Leave Benefits
- Twelve (12) paid holidays
- Employer paid disability insurance
- Defined Benefit Retirement Program (upon vesting)
- Employee paid deferred compensation program (401K and 457)
- Flexible work schedules and work hours
- Pre-tax reimbursement for medical care, child care, and parking programs
- Employee Assistance Program
- Career development/professional advancement

VETERANS' PREFERENCE POINTS

Veterans' Preference: Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans' preference.
2. An entrance examination is defined, under the law as any open competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

CAREER CREDITS

Career Credits will not be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

CONTACT INFORMATION

If you have any questions concerning this examination bulletin, please contact:

Commission on Teacher Credentialing
Administrative Services Division - Office of Human Resources
1900 Capitol Avenue
Sacramento, CA 95811-4213

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

GENERAL INFORMATION

Applications are available at www.jobs.ca.gov, California Department of Human Resources, and local offices of the Employment Development Department.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The California Department of Human Resources and the Commission on Teacher Credentialing reserve the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a

GENERAL INFORMATION (con't)

candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the classification specification <http://www.calhr.ca.gov/state-hr-professionals/pages/2617.aspx>.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.