

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: EDUCATOR PREPARATION PROGRAM ADVISOR

BASIC FUNCTION:

Under assigned supervision, the Educator Preparation Program Advisor provides highly responsible technical assistance to administrators, teachers, counselors, and others seeking certification within SCCOE's Educator Preparation Programs (EPP) and/or Institutes of Higher Education (IHE) partner organizations; assists certificated school personnel, school district administrators/personnel directors, private schools, and out-of-state candidates seeking credentialing programs and services; supports program staff, students/candidates, faculty and coaches to maintain their responsibilities within their particular EPP programs; guides and advises EPP students/candidates in terms of appropriate program pathways, funding, support services, coursework, fieldwork and placements; maintains computerized credential program records and files; works with school personnel services with student job and intern placements.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Provides technical assistance and guidance to program students and candidates seeking certification within the SCCOE's Educator Preparation Programs and/or IHE partner organizations; advises on the appropriate pathway and courses to achieve desired credential.

Reviews official transcripts, degrees, work experience, and examinations; determines eligibility for state certification and processes applications for certificated personnel in public/private schools attending Educator Preparation Programs or IHE partner programs.

Assists personnel and applicants in preparing applications and participating in EPP for credentials and updating them regarding changes in requirements.

Works with SCCOE Credentialing Department to support students/candidates with credential applications; works with districts to identify candidates' various waivers.

Provides information and clarification to students/candidates concerning credential program requirements, credentialing laws, regulations, and education code set forth by CCTC.

Confers with other County Office of Education departments, district and internal staff, the Commission on Teacher Credentialing, and other agencies regarding problems and changes in regulations concerning certification requirements, staff placements, and viable alternatives.

Explains charges and fees relating to credential programs; researches and provides information about available grants and scholarships to assist with tuition; supports students and faculty with leaves of absences and appropriate documentation as needed.

Receives, records, and maintains records and supporting documents of all credentialing program activities and requests.

Assists with course development by reviewing materials to ensure compliance with CTC standards; refers discrepancies to department leadership; assists with the set-up of course materials in the student Learning Management System (LMS); monitors course payment and applications in the Student Management System; supports faculty with the LMS and SMS as needed.

Remains abreast of credentialing, permit, and licensing requirements and procedures in accordance with education code and other applicable laws, rules, and regulations; remains abreast of credentialing program grants and funding available to students/candidates to cover the cost of tuition, books, fees, and living expenses.

Effectively uses word processing, database, and spreadsheet software application programs and information and data management systems specific to EPP department; operates a variety of office equipment including a calculator, copier, scanner, printer, fax machine, computer and assigned software.

Prepares and develops correspondence, memorandums, and forms as related to assigned functions.

Tracks EPP participants through the credentialing program as appropriate and supports participants with job and candidate placements.

OTHER DUTIES:

Performs related duties as required.

KNOWLEDE AND ABILITIES:

KNOWLEDGE OF:

Principles, methods, and procedures applied in the operation of department software programs, SMS & LMS.
Proper record-keeping methods and procedures, including the use of computer information systems for information storage and retrieval.

Desktop computer operations and office application programs.

Proper English usage, vocabulary, spelling, grammar, and arithmetic.

Interpersonal skills using tact, patience, and courtesy.

Principles and practices of customer service.

Proper office methods, practices, and equipment.

SCCOE operations, policies, and objectives.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

ABILITY TO:

Learn, interpret, and apply laws, rules, regulations, and policies concerning credentialing certification requirements.

Learn to navigate through the CCTC online processes for credentialing applicants.

Understand and carry out instructions independently.

Prepare clear and concise correspondence and reports.

Analyze facts and draw logical conclusions.
Establish and maintain accurate files and records using virtual/paperless systems.
Maintain confidential information.
Operate a desktop computer, standard office and peripheral equipment including typewriter, copy machine and fax machine.
Communicate effectively and tactfully in both oral and written form.
Establish and maintain effective work relationships with those contacted in the performance of required duties.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate degree in business, communications, education or related field and three years' experience performing duties related to eligibility, enrollment, selection, and record-keeping in an educational setting.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.
Evening or variable hours.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.
Seeing to read a variety of documents.
Dexterity of hands and fingers to operate a computer keyboard.

Approved by Personnel Commission: September 14, 2022



Marisa Perry

Date: 9/14/22

Director III – HR / Classified Personnel Services