

Specification for Class of

TEACHER CREDENTIALS TECHNICIAN 2
Abolished Effective July 1, 2007

Definition: Reviews, analyzes and evaluates applicants for general or vocational teaching and administrative certificates and approves or denies applicants' credentials.

Distinguishing Characteristics: Positions allocated to this class are responsible for working independently or in a lead work capacity.

Typical Work

Reviews and analyzes education and experience of applicants for general or vocational teaching and administrative certificates to determine eligibility and approves or denies issuance of certificate;

Personally answers large volume of correspondence with educational and vocational institutions and individuals in connection with evaluations and requests for information regarding requirements for initial certification; approves difficult requests for renewal and restatement of certificates;

Analyzes transcripts of college records of presently employed teachers and evaluates course content of both academic and education training courses;

Recommends and formulates proposed changes in credential requirements;

Assists in directing work of clerical and seasonal or regular technical staff processing certification requests and engaged in research programs;

Performs other work as required.

Knowledge and Abilities

Knowledge of: standards and regulations for certification of teachers in Washington State; educational practices in teacher education institutions in Washington and other states and in

school districts; also, content of courses and curricula offered in this and other states.

Ability to: analyze qualifications of applicants for credentials
ant to advise applicants on courses necessary to complete
requirements; communicate effectively orally and in writing;
maintain cooperative relations with persons contacted in course
of work.

Minimum Qualifications

1. A Bachelor's degree involving major study in education.

AND

2. One year of experience working with general or vocational
teaching and administrative certification program.

Additional experience in evaluating qualifications for general or
vocational teaching and administrative credentials may be
substituted, year for year, for education.

Note: Selective certification may be honored for either general
teacher and administrative certification experience or vocational
teacher and administrative certification experience depending
upon the responsibilities assigned a specific position.

Revised December 1, 1964

General revision

Revised November 8, 1971

Revises minimum qualifications

Revised June 21, 1974

Revises definition, minimum qualifications, add distinguishing
characteristics

Revised October 12, 1978

Revises definition and minimum qualifications