COVINA-VALLEY
UNIFIED SCHOOL DISTRICT

QUALIFICATIONS FOR
<u>BEGINNING TEACHER SUPPORT &</u>
<u>ASSESSMENT PROGRAM (BTSA) COORDINATOR</u>

TRAINING

Required: Expertise in instructional methodologies and strategies, experience with mentor teacher program and/or support of new teachers and a professional role model.

Three years of successful teaching in the Covina-Valley Unified School District while possessing a clear credential or equivalent.

Preferred: Experience with fiscal management (i.e., special projects or categorical funding.)

COVINA-VALLEY UNIFIED SCHOOL DISTRICT

DUTIES AND RESPONSIBILITIES OF
BEGINNING TEACHER SUPPORT &
ASSESSMENT PROGRAM (BTSA) COORDINATOR

Primary Function

The BTSA Coordinator coordinates, articulates and interfaces with lead district on BTSA training and other BTSA activities while providing ongoing communication throughout their about the BTSA Program.

Duties and Responsibilities

1. Attends 5-day CFASST Training and prove proficiency by passing test;

2. Assists site administrators in providing appropriate environment for beginning teachers;

3. Provides BTSA training for beginning teachers, support providers and site administrators;

4. Maintains necessary program and staff records and data for program development, implementation and assessment;

5. Provides on-going support to support providers, relating to the CFASST events; participates in the program development and CFASST assessment activities;

6. Provides on-going monitoring to ensure that all elements of the BTSA Program are being implemented;

7. Serves as a facilitator in issues between support providers, teachers or others to clarify the project goals and to seek productive resolutions;

8. Serves as a Support Provider for several designated beginning teachers in order to gain first-hand experience of the program, gains and maintains expertise in BTSA and "state-of-the-art" instructional curriculum, classroom management practices as well as coaching and assessment techniques;

9. Represents the consortium program with the lead district and attends all program designed functions