

**TEACHER ON SPECIAL ASSIGNMENT/BTSA LEAD SUPPORT PROVIDER
DISTRICT LEVEL**

DEFINITION:

Under the direction of a district office administrator, assist the administrator with the planning and coordination of the BTSA Induction Program according to State and District mandates.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Support the leadership of the overall BTSA Induction Program; help interpret and implement the District approved program; assist in providing for appropriate facilities, equipment and supplies.
- Assist in the planning and implementation of the BTSA Induction staff development programs; provide demonstration lessons, formative assessment-based coaching, and in-service; survey Participating Teacher and Support Provider skills levels, and Participating Teacher and Support Provider teacher training needs; conduct on-going evaluation of staff development activities to continue to improve the services being provided; consult with Participating Teacher and Support Provider on matters regarding instruction; may provide guidance to Participating Teachers in the implementation of the State frameworks, content standards, Induction standards, and SVUSD curriculum; encourage and support professional growth of Participating Teacher and Support Provider; participate in own professional growth.
- Provide technological support to the BTSA Induction Program, including maintaining the Program webpage and on-line resources.
- Assist in the responsibility of the entire operational effectiveness of the BTSA Induction Program; assist in the planning, supervision and direction of the BTSA Induction Program with District policy and procedures; may help oversee program budget planning and expenditure control process.
- May provide support for grant applications and assist in the implementation of grant projects at the school.
- Assist in ongoing collaboration with BTSA Induction State and Cluster leadership and help site administration support BTSA Induction policies and procedures.
- Maintain District standards fulfilling responsibilities and duties in a timely and efficient manner; accepting supervision and direction, promoting a professional image; maintaining confidentiality in professional relationships; adhering to all federal and state regulations, Education Code, District policies and District curriculum and content standards.
- Perform other duties as assigned.

QUALIFICATIONS;

Knowledge of:

Current research principles and practices of BTSA Induction Program; State and local laws relating to BTSA Induction Program; principles, theories, methods, techniques, strategies, and standards pertaining to teaching and instruction of students and adults; educational curriculum, instructional goals and objectives, and educational trends and research findings pertaining to educational programming; behavior management strategies, techniques and methods, and conflict resolution procedures; socio-economic and cultural background differences of the general school/district population(s).

Ability to:

Assist administration in planning and organizing; communicate effectively, both orally and in writing; establish and maintain effective working relationships; help analyze problems and issues and develop appropriate solutions; understand and carry out directions with minimal supervision; manage multiple tasks; utilize technology as a means for various types of communication and record keeping.

Page Two

Teacher on Special Assignment/BTSA Lead Support Provider
District Level

Experience:

Minimum of four years of successful school teaching; recent experience in a BTSA Induction program, using CFASST or FACT; advanced training in curriculum and instruction; experience in classroom use of technology.

Education:

Bachelor's degree from an accredited college or university; Master's degree from a State accredited college or university.

Physical Performance Requirements:

Frequent standing or walking much of the time with some sitting, bending, stooping, squatting and twisting. Lifting of supplies and other work related materials will vary, but generally be of less than twenty pounds.

Licenses/Credentials:

Valid California teaching credential and an English Learner authorization. Possession of a valid California driver's license, if required. Enrollment in or completion of administrative credential program preferred.

Board Approved: October 13, 2009