CLASS TITLE: BTSA PROGRAM COORDINATOR

BASIC FUNCTION:

Under the direction of an assigned supervisor, develop, implement and maintain Beginning Teacher/Site Administrator (BTSA) professional support and training programs according to established guidelines and procedures; consult with, train and assess teachers for the enhancement of educational skills; serve as an informational resource concerning program services and activities.

ESSENTIAL FUNCTIONS:

Develop, implement and maintain BTSA professional support and training programs according to established guidelines and procedures; utilize the California Formative Assessment and Support System for Teachers (CFASST) in the development of services; assure program participants acquire required teaching skills, abilities and knowledge.

Consult with, train and assess teachers in the enhancement of educational skills; develop and implement Individual Induction Plans for program participants as appropriate; provide supplemental support to beginning teachers in particularly challenging assignments.

Serve as an informational resource concerning program services and activities; respond to inquiries and provide information; communicate with personnel, clients and outside agencies to exchange information and resolve issues or concerns.

Contact site administrators to encourage participation in BTSA site administrator training programs; collaborate with administrators to develop and implement school support systems for beginning teachers.

Organize and implement communication functions to disseminate information and receive participant feedback; arrange for the preparation and distribution of newsletters, surveys, advertisements and related materials; promote BTSA services and activities.

Design and conduct program evaluations, prepare related reports and provide recommendations concerning program modifications.

Develop and prepare the annual preliminary budget for the program; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Prepare and maintain a variety of records and reports related to program services and activities.

Coordinate and conduct meetings, in-services and conferences as appropriate; plan, coordinate and schedule educational group activities.
Operate a variety of office equipment including a computer and assigned software; operate a vehicle to conduct work.

Assist in the selection, monitoring and assessment of program mentor teachers.

Perform related duties as assigned.

**DEMONSTRATED KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
- Development, implementation and maintenance of teacher support and training programs.
- CFASST programs, services and guidelines.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- District organization, operations, policies and objectives.
- Principles of training and providing work direction.
- Operation of a computer and assigned software.
- Record-keeping and report preparation techniques.
- Modern office practices, procedures and equipment.

**ABILITY TO:**
- Develop, implement and maintain BTSA professional support and training programs according to established guidelines and procedures.
- Consult, train and assess teachers in the enhancement of educational skills.
- Serve as an informational resource concerning program services and activities.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Learn department and program objectives and goals.
- Prioritize and schedule work.
- Plan and organize work.
- Maintain records and prepare reports.
- Operate a computer and assigned software.
- Work independently with little direction.
- Maintain consistent, punctual and regular attendance.
- Move hands and fingers to operate a computer keyboard.
- Hear and speak to exchange information.
- See to read a variety of materials.

**EDUCATION AND EXPERIENCE REQUIRED:**

Any combination equivalent to: bachelor’s degree and five years teaching experience within the District.
LICENSES AND OTHER REQUIREMENTS:

Valid California Teaching Credential.
Valid California Class C driver’s license.
CFASST State Training Certification.

WORKING CONDITIONS:

ENVIRONMENT:
Office and classroom environment.
Driving a vehicle to conduct work