

## **ELK GROVE UNIFIED SCHOOL DISTRICT**

### **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