

## ORANGE UNIFIED SCHOOL DISTRICT

### COORDINATOR BTSA/INDUCTION

#### DEFINITION

Under general direction, assists in the managing and supervision of the BTSA program for participating teachers in Kindergarten through twelfth grades; assists in staff development activities and the administrative trainings surrounding the California Standards for the Teaching Profession (CTSP) and CFASST (California Formative Assessment Support System for Teachers); assist in the planning, development, and implementation of policies, regulations, guidelines and procedures pertaining to the implementation of the program; coordinate the hiring of support providers to mentor beginning teacher participants in the program; review, monitors and coordinates the functions and activities for the BTSA program and does other related functions as directed. The position is directly responsible to the Assistant Superintendent, Human Resources.

#### DISTINGUISHING CHARACTERISTICS

This position classification requires expertise in the California Standards for the Teaching Profession (CTSP), California Formative Assessment Support System for Teachers (CFASST) and the policies and procedures surrounding the BTSA (Beginning Teacher Support and Assessment) program, as well as knowledge of educational programs, curriculum and instructional strategies. Directly related administrative experience is necessary to assure success in this leadership role. The job requires the ability to analyze and offer alternative problem solutions. Decisions are made by the incumbent that have a critical impact on the goals, organization and administration of educational programs as they pertain to beginning teachers and the program. The position classification has second-line supervisory responsibilities for the planning, assigning, reviewing and evaluating the quality and quantity of work of professional, technical, and clerical employees. Frequently meets with teachers, administrators and other educational personnel to influence, motivate and monitor the objectives of the district curriculum and instruction process. This position classification performs light work that involves sitting a portion of the time, but does require walking and standing for extended periods. This position requires accurate perceiving of sound, near and far, vision, depth perception, working with educational materials and objects, and providing oral information and direction.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

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### **ESSENTIAL DUTIES**

- Serve as the coordinator of the BTSA program and CFASST Training program to insure the implementation of the BTSA program goals and objectives aligned with CSTP (California Standards for the Teaching Profession.)
- Recruit and hire all support providers
- Work closely with Human Resources technicians to determine qualified candidates for participation in the BTSA program as Beginning Teachers.
- Work closely with the Curriculum/Staff Development department to provide high quality staff development opportunities to meet the needs of beginning teachers.
- Facilitate the planning and coordination of the BTSA Advisory Committee meetings.
- Link with the BTSA Cluster Consultant and Professional Development Coordinator.
- Participate in regional and state BTSA and CFASST leadership activities, training and retreats.
- Coordinate and participate in BTSA Peer Review Process.
- Coordinator and produce all materials for distribution to Beginning Teachers and Support Providers
- Prepare and maintain the budget for the program
- Match the Beginning Teachers with Support Providers
- Facilitate Administrative Trainings
- Mediate concerns among program participants
- Facilitate communication between program participants and administrators
- Ensure that all participants receive the materials, stipends, release days and assistance they need to make this program a success.

### **QUALIFICATIONS**

#### Knowledge of:

- Principles, technique, strategies, goals and objectives of public education;
- Curriculum development strategies, instructional delivery systems and program evaluation processes;
- Methods, techniques, procedures and strategies concerning the assessment and evaluation of instructional programs;
- Legal mandates, policies, regulations and operational procedures pertaining to curriculum and instruction;
- State, county and local community groups and agencies that provide assistance related to curriculum and instruction problems and issues;
- Human relations strategies, conflict resolution strategies and team building principles and techniques;
- Research and development strategies, processes and techniques;
- Computers and computer programs.

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### Ability to:

- Provide specialized resource support and coordination of creative and innovative instructional programs;
- Analyze and assess district program needs and offer recommendations pertaining to instructional program revisions, additions or deletions;
- Serve as a resource to instruction and management personnel;
- Establish and maintain effective organization, community and public relationships;
- Communicate effectively in oral and written form;
- Understand and carry out oral and written directions with minimal accountability controls;
- Plan, organize and coordinate a variety of projects simultaneously;
- Establish and maintain cooperative and effective working relationships;
- Operate computers and computer programs.

### **EXPERIENCE AND EDUCATION**

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be;

#### Experience:

Three years of successful educational experience at the elementary or secondary level and the successful completion of an administrative training program. Experience in coordination, supervision and/or school administration preferred.

#### Education:

Master's or higher degree from an accredited college or university in educational administration, instructional technology or a closely related field. Training beyond credential requirement in CFASST, the CSTP, school curriculum, methods and materials preferred.

### **OTHER REQUIREMENTS**

#### **Certification Requirement**

Possession of a valid credential authorizing service as an educational administrator.

#### **License Requirement**

Possession of a valid California Motor Vehicle Operator's License.

#### **Condition of Employment**

Insurability by the District's liability insurance carrier.