

**San Jose Unified School District
San Jose, California**

**TEACHER ON SPECIAL ASSIGNMENT
BTSA PROGRAM COORDINATOR**

BASIC FUNCTION:

The BTSA Coordinator maintains the teacher induction program for the District.

DISTINGUISHING CHARACTERISTICS:

Under the direction of the Manager of Recruitment and Induction, the BTSA Coordinator maintains the teacher induction program in its entirety, including program documentation, implementation, compliance, measures and budget. The Coordinator works with assigned staff related to the teacher induction program.

REPRESENTATIVE DUTIES:

1. Coordinate and support the program activities in compliance with BTSA application and CTC requirements.
2. Interact effectively with state agencies as appropriate to maintain program status.
3. Perform all required program compliance duties under the guidance of the manager.
4. Communicate effectively with Participating Teachers, Support Providers site Administrators and central office staff.
5. Provide professional development to BTSA participating teachers, Support Providers and District coaches in the development of a highly qualified work force that is prepared to serve SJUSD's diverse student population.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- California BTSA Program
- Standards of Quality and Effectiveness for Teaching induction Programs
- Instructional Coaching (Lipton, Cognitive Coaching etc.)
- Leadership skills
- Equity and Culturally Responsive Pedagogy

ABILITY TO:

- Lead, plan and implement professional development
- Meet deadlines
- Communicate clearly both orally and written
- Use technology with mastery and ease: WORD, Excel, Keynote, PowerPoint, SJUSD PD system, MUNIS
- Work in a team/collaborate

QUALIFICATIONS:

- Masters Degree
- Five years of successful teaching experience at the appropriate level(s)
- School site administration experience preferred

WORK ENVIRONMENT

- Office setting-sitting, standing, limited walking
- Computer use – vision, manual dexterity for keyboard use
- Regular travel to school sites
- Regular travel to local or state venues (i.e. BTSA Directors meetings)

TERMS OF EMPLOYMENT:

- Work Year: 186 days with flexible dates