

MODESTO CITY SCHOOLS

PROPOSED

Job Description

JC# 1154

BTSA SITE SUPPORT PROVIDER

OVERALL RESPONSIBILITY

Provide general assistance and support to assigned participating teachers (PTs), based on Beginning Teacher Support and Assessment (BTSA) District-approved program components including the California Formative Assessment for California Teachers (FACT) and California Standards for the Teaching Profession (CSTP).

SPECIFIC RESPONSIBILITIES

1. Attend and participate in all training required for Site Support Provider (SP).
2. Meet weekly, (approximately one hour as determined by the PT's needs and the FACT event), with assigned beginning teachers to provide support and assistance.
3. Establish a friendly, supportive, and trusting relationship with each PT.
4. Conduct observations of beginning teachers based on the CSTP, including the pre and post conferences in person with PT.
5. Provide formative assessment (FACT) with assigned beginning teachers, share assessment information and assist in the development of an Individual Induction Plan (IIP).
6. Attend all monthly SP meetings.
7. Attend PT trainings with each PT assigned, whether Year 1 or Year 2. This may be separately or simultaneously as determined by the PT and program needs.
8. Attend all District BTSA meetings including, but not limited to, the Kick-off Event, mid-year binder checks, final binder submission, and the Colloquium.
9. Maintain accurate and detailed records as required.
10. Turn in monthly reports showing the nature and date of meetings with each PT.
11. Complete and return items of documentation, forms, etc in a professional, neat and timely manner.
12. Maintain confidentiality regarding beginning teachers.
13. Establish and maintain contact with the site administrator regarding general BTSA processes, substitutes, conferences and other non-confidential information.
14. Assist in presentations to teachers.
15. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
16. Perform other related duties as assigned.

WORK YEAR

Basic Teacher Work Year

BTSA SITE SUPPORT PROVIDER (continued)

SALARY

Certificated Extra Duty Stipend Salary Schedule

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:

Ability to perform responsibilities outlined above.

Demonstration of exemplary teaching ability as indicated by, not limited to, effective communication skills, subject matter knowledge and mastery of a range of teaching strategies necessary to meet the varying instructional needs of students.

Experience

Minimum Requirements:

Classroom teacher with permanent status.

Substantial successful classroom experience at the appropriate grade range.

Desirable Qualification:

Experience as a BTSA Support Provider.

Education/Credential

Minimum Requirements:

Bachelor's Degree

Valid California Teaching Credential

Physical Characteristics

With or without the use of aids:

Sufficient vision to read small print.

Sufficient hearing to hear and understand speech at normal classroom levels, outdoors, and on the telephone.

Ability to speak in a voice that can be clearly heard and understood at normal classroom levels, outdoors, and on the telephone.

Sufficient dexterity to use hands and fingers to operate a telephone, to enter data into a computer, and to perform classroom tasks using both hands.

Sufficient physical ability, strength, balance, mobility, and stamina to sit or stand for extended periods of time.

Sufficient lower body strength, stamina, and mobility to kneel, walk, stoop, bend, and extend legs for prolonged periods of time.

REPORTS TO

Director of Human Resources or designee

Cabinet Approved: 4/3/12

Unit Approved:

Board Approved: