DISTRICT LIAISON/SUPPORT PROVIDER

DEFINITION:

The BTSA Liaison will coordinate the work of district support providers participating in the BTSA Program. As the communication link between the district and the BTSA Program, the Liaison keeps the district informed and updated with regards to program implementation. A liaison may or may not personally support a beginning teacher each year, but must have recent past expertise in the support of both first and second year beginning teachers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain confidentiality and discretion about beginning teacher participants, but discuss all issues with the BTSA Program Director.
- Provide appropriate assistance to support providers and beginning teachers as they implement the formative assessment program.
- Work with site principals each year to determine positive beginning teacher/support provider matches.
- Collaborate and communicate with BTSA staff and site administrators on program implementation issues.
- Attend all trainings with regard to CFASST, Diversity Training and other leadership opportunities.
- Complete the cycle of CFASST events with each beginning teacher assigned to you as outlined in the CFASST training.
- Make classroom observations of each beginning teacher in the program to maintain visibility and awareness of the individual needs of those teachers.
- Communicate often with support providers and offer advice and assistance in the implementation of the CFASST events.
- Provide leadership at monthly Academy meetings by presenting, leading breakout sessions, and providing organizational support.
- Attend planning meetings for professional development sessions provided to beginning teachers and support providers.
- Maintain a communication time log.
- Serve as a communication link between the district and the program via notices, e-mail, phone calls, and personal meetings.

QUALIFICATIONS:

Must be tenured and have a valid California teaching credential.

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