



BTSA COORDINATOR (K-12)

Certificated Job Description

IMMEDIATE SUPERVISOR:

Director of program

ESSENTIAL FUNCTIONS:

1. Supervise and coordinate the implementation of all components of the KCSOS BTSA program including the budget.
2. Serve as the KCSOS primary contact for all BTSA consortium districts.
3. Participate in statewide, cluster and local BTSA activities.
4. Participate in all appropriate trainings and serve as a CFASST trainer for the KCSOS consortium.
5. Serve on all appropriate BTSA committees and facilitate BTSA consortium meetings.
6. Schedule and facilitate all professional development activities specified in the BTSA plan.
7. Keep accurate records of work completed by BTSA support providers.
8. Work with site support providers to monitor their work and assess their needs.
9. Facilitate program evaluation and reporting.
10. Other duties as assigned.

MINIMUM QUALIFICATIONS:

- A. Personal Qualifications:
 1. Knowledge of fundamental principles in: quality staff development, effective teaching, and curriculum development.
 2. Possession of a broad repertoire of presentation, facilitation, and pedagogical skills.
 3. Knowledge of and willingness to stay abreast of current trends, innovations, and practices in staff development, curriculum, and instruction.
 4. Knowledge of (BTSA) Beginning Teach Support and Assessment program and California Standards for the Teach Profession.

5. Must possess a private vehicle, valid California driver's license and carry current automobile insurance with at least minimum coverage for public liability and property damage.
6. Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

B. Professional Qualifications:

1. Proven ability to provide leadership in the development and implementation of quality staff development.
2. Proven ability to provide leadership in curriculum development and improving instructional practices.
3. Ability to work effectively with diverse individuals and groups.
4. Ability to effectively structure, organize, and systematize tasks and activities.
5. Ability to articulate ideas and information effectively to others.
6. Ability to manage a budget with accuracy and fiscal accountability.
7. Proven ability to serve students with diverse needs including English language learners.

TRAINING AND/OR CREDENTIALS

A. Education:

1. Master's Degree from an accredited college or university desired.
2. Must hold an appropriate Supervision or Administration Credential.

B. Experience:

1. Successful experience in an administrative role at a school site and/or district office.
2. Successful teaching experience.
3. Successful experience in coordinating and conducting staff development activities.
4. Experience in curriculum development and implementation of reform documents, standards, frameworks, and student assessment.

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