



COVINA-VALLEY UNIFIED SCHOOL DISTRICT

QUALIFICATIONS FOR
ADMINISTRATOR OF
NEW TEACHER SUPPORT AND GATE

TRAINING

- Required:
- Expertise in instructional methodologies and strategies, experience as a BTSA Support Provider and/or support of new teachers and a professional role model.
 - Understanding/expertise in working with GATE students.
 - Administrative credential.
- Preferred:
- Experience with fiscal management (i.e., special projects or categorical funding.)

EXPERIENCE

- Required:
- Three years of successful teaching in the Covina-Valley Unified School District while possessing a clear credential or equivalent.
 - The Beginning Teacher Support Assessment Program (BTSA) Induction Program.
 - Subject matter competency requirements for both single subject and multiple subject credential candidates
 - GATE theory and practice.
- Ability to:
- Provide staff development in California Standards of the teaching profession.
 - Train BTSA Support Providers and GATE teachers.

COVINA-VALLEY UNIFIED SCHOOL DISTRICT

DUTIES AND RESPONSIBILITIES OF ADMINISTRATOR OF NEW TEACHER SUPPORT AND GATE

Primary Function

The Administrator of New Teacher Support and GATE coordinates, articulates and interfaces with the lead district on the BTSA Induction Program and other new teacher support activities. Additional functions include the administration and coordination of the District GATE program.

Duties and Responsibilities

1. Attends all CFASST trainings;
2. Assists site administrators in providing appropriate environment for beginning teachers;
3. Provides BTSA Induction training for beginning teachers, support providers, new teacher coaches, and site administrators;
4. Maintains necessary program and staff records and data for program development, implementation and assessment;
5. Provides on-going support to support providers relating to the CFASST events; participates in the program development and CFASST assessment activities;
6. Provides on-going monitoring to ensure that all elements of the BTSA and Induction Program are being implemented;
7. Serves as a facilitator in issues between support providers, new teacher coaches, participating teachers and administrators to clarify the project goal and to seek productive resolutions;
8. Gains and maintains expertise in BTSA Induction and “state-of-the-art” instructional curriculum, classroom management practices as well as coaching and assessment techniques;
9. Represents the consortium program with the lead district and attends all program designed functions.
10. Coordinates all training and assessment pertaining to employee compliance as defined in NCLB.

Duties and Responsibilities of
Administration of New Teacher Support and GATE
Page 2

11. Oversees identification and placement of GATE students in District programs.
12. Manages all budgets associated with programs assigned.
13. Facilitates all GATE parent council meetings.
14. Analyzes data for program evaluation.
15. Provides staff development opportunities to GATE teachers.
16. Assists with curriculum and assessment of professional development.
17. Other duties as assigned.