

ADMINISTRATIVE CIRCULAR NO. 92
Office of the Deputy Superintendent

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: April 20, 2009

To: Principals, Vice Principals, and K-12 Teachers; Special Education Program Managers; Selected Special Education Teachers; Division and Department Heads

Subject: RECRUITMENT OF SUPPORT PROVIDERS FOR BEGINNING TEACHER SUPPORT AND ASSESSMENT (BTSA) INDUCTION PROGRAM

Department and/or Persons Concerned: Principals, Vice Principals, and K-12 Teachers; Special Education Program Managers; Selected Special Education Teachers; Division and Department Heads

Due Date: May 15, 2009

Reference: None

Action Requested: Distribute to interested teachers to complete and return by the due date.

Attachments:

1. *2009-2010 Support Provider Application Form and Training Registration Form*
2. *2009-2010 Support Provider Written Prompt Response Form*
3. *2009-2010 Support Provider Confidential Reference*

Brief Explanation:

The district's BTSA Induction Program is seeking experienced K-12 teachers to serve as support providers to new teachers participating in the program. The selection process has been refined to align with the district's new organizational structure and the revised Commission on Teacher Credentialing (CCTC) Program Standards.

MINIMUM ELIGIBILITY CRITERIA

To be considered for selection as a BTSA Induction Program Support Provider, a teacher must meet all of the following criteria:

1. Have achieved permanent status with the district or recently retired.

2. Have a minimum of three years' successful teaching experience in the district OR have successfully completed the BTSA Induction Program in 2008.
3. Hold a valid California teaching credential.
4. Have a most recent overall evaluation of "effective."

ADDITIONAL KNOWLEDGE AND SKILLS

In addition to the minimum requirements, BTSA Induction Program standards recommend that support providers demonstrate:

1. Knowledge of teacher development.
2. Knowledge of the state adopted academic content standards, student performance levels and state adopted curriculum frameworks.
3. Knowledge of the California Standards for the Teaching Profession (CSTP).
4. Ability to use research-based instructional strategies with students, in a classroom setting.
5. Willingness to participate in professional training to acquire the knowledge and skills needed to be effective support providers.
6. Willingness to engage in formative assessment processes, including reflective conversations about formative assessment evidence with participating teachers.
7. Willingness to use their own classrooms as laboratories for learning and complete assigned activities in preparation for supporting participating teachers.
8. Willingness to share instructional ideas and materials with participating teachers.
9. Willingness to deepen understanding of cultural, ethnic, cognitive, linguistic, and gender diversity.
10. Effective interpersonal and communication skills.
11. Willingness to work with participating teachers.
12. Commitment to personal professional growth and learning.
13. Willingness and ability to be an excellent professional role model.
14. A positive attitude toward teaching and the teaching profession.
15. Knowledge of inclusive practices and the ability to differentiate instruction for students, including students with disabilities.

SUPPORT PROVIDER ROLES AND RESPONSIBILITIES

The primary function of BTSA Induction Program support providers is to ensure the professional growth, success and retention of participating teachers by:

1. Providing intensive individualized support and assistance, modeling and demonstration in the classrooms of assigned new teachers (about one day per month per new teacher).
2. Serving as professional role models in content and pedagogy.
3. Assisting participating teachers in integrating formative assessment, content and pedagogy into their teaching.
4. Assisting participating teachers to develop and implement Individual Induction Plans (IIPs).

5. Participating in professional development to enhance their own content knowledge, coaching skills, and instructional practice.

Every effort is made to assign support providers to participating teachers at the same sites and within the same content area(s). However, support providers must be comfortable and willing to work across content areas, special education programs and at other sites when needed.

COMPENSATION

Support providers will be provided release time for their work with new teachers that occurs in the new teachers' classrooms. Time worked outside the regular school day on behalf of the program will be compensated at the hourly workshop leader rate (\$45.29). Attendance at training that occurs after school hours during the school year will be compensated at the hourly workshop participation rate (\$20.38).

Support providers must maintain records of the time spent working and conferring with their participating teachers. Compensation for Summer 2009 training will be paid at the workshop participation rate.

APPLICATION PROCESS/SELECTION PROCESS

The 2009-2010 support provider selection process will consist of two parts: an application/recommendation followed by a performance-based interview for selected applicants. The process is outlined below:

Application/Recommendation Phase

Teachers who meet the eligibility requirements noted in the sections above who are interested in becoming BTSA Induction Program support providers must submit the following by 5 p.m., May 15, 2009.

1. Completed *Support Provider Application Form and Training Registration Form* (Attachment 1).
2. Responses to two written prompts (Attachment 2).
3. Completed *Support Provider Confidential Reference* (Attachment 3) from their immediate supervisor (principal, vice principal, or special education supervisor). Immediate supervisors must return the references by 5 p.m., May 15, 2009.

It is the applicant's responsibility to ensure that the BTSA Induction Program (IMC, Bldg. A) receives all application materials by 5 p.m., May 15, 2009. School or United States mail delays or faxes not received are not acceptable reasons for missing the deadline. Only applications received by the deadline will be considered for the selection process. Applicants are encouraged to contact Latricia Branch at (858) 496-1890 or lbranch2@sandi.net to confirm the receipt of application materials prior to the deadline.

Performance-Based Task

The BTSA Advisory Committee (comprised of support providers, participating teachers, and administrators), along with the BTSA Induction Program leadership team, will review applications and select applicants to participate in a performance-based task. Final selection will be based on the quality of the applicant's responses to the performance-based task and on anticipated need.

INFORMATIONAL MEETING

An optional informational meeting has been scheduled to provide interested teachers with additional information about the BTSA Induction Program and the 2009-10 application process:

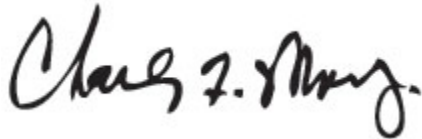
Date: May 6, 2009
Time 4:00 – 5:00 p.m.
Place: TBD

Please contact Latricia Branch at lbranch2@sandi.net to register for the information meeting.

Questions regarding the BTSA Induction Program or the support provider selection process should be directed to Susan Manning at (858) 496-1861 or smanning@sandi.net.

Susan Manning
Program Manager, BTSA Induction Program
Teacher Preparation and Student Support Division

APPROVED:



Chuck Morris
Deputy Superintendent

SM:sl

Attachments (3)

Distribution: Lists A, D, E, F, J, and K

San Diego Unified School District
Teacher Preparation and Student Support Division

**BTSA INDUCTION PROGRAM
NEW SUPPORT PROVIDER APPLICATION
AND TRAINING REGISTRATION
2009-2010**

Last Name: _____ First Name: _____

Employee ID Number: _____ E-mail: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Home Phone: (_____) _____

School: _____ School Phone: (_____) _____

Grade Level I Teach: _____ Content Area or Sp. Ed. Program: _____

Years teaching in San Diego Unified School District: _____

Name of Immediate Supervisor _____

Title of Supervisor _____

New BTSA Induction Support Providers must successfully complete four days of training, prior to working with participating teacher(s). Training requires a time commitment of 8:30 a.m. to 3:30 p.m. each day and a minimum of 30 minutes of preparation each evening. Although you will be required to attend only one four-day summer training session, please indicate **at least three sessions** for which you would be available to participate. We will assign you a session based on space available. Participants will be compensated at the workshop participation rate of \$20.38/hour if attending the training on a non-work day. We will cover the cost of substitutes for teachers who attend the training on scheduled work days.

July 13-16, 2009

August 3-6, 2009

July 20-23, 2009

August 10-13, 2009

July 27-30, 2009

**Return by: 5 p.m., May 15, 2009 to:
Laticia Branch, IMC, Bldg. A or FAX (858) 496-1860**

San Diego Unified School District
Teacher Preparation and Student Support Division

**BTSA INDUCTION PROGRAM
SUPPORT PROVIDER WRITTEN PROMPT RESPONSE FORM
2009-2010**

Type your response to the two prompts in the space provided. Use only the front side of the form. Use a 12-point or larger font that can be easily read. **All responses must be typed.**

- 1. What qualities and expertise would you bring to the position of BTSA Induction Program support provider?*

**Return by: 5 p.m., May 15, 2009 to:
Latricia Branch, IMC, Bldg. A
or FAX (858) 496-1860**

San Diego Unified School District
Teacher Preparation and Student Support Division

**BTSA INDUCTION PROGRAM
SUPPORT PROVIDER WRITTEN PROMPT RESPONSE FORM
2009-2010**

2. *You are supporting a new teacher in a specific curricular area. You have invested weeks of planning, demonstrations, observations, and debriefing conversations. There is minimal improvement noted. What would be your next step(s) in supporting the teacher?*

**Return by: 5 p.m., May 15, 2009 to:
Latricia Branch, IMC, Bldg. A
or FAX (858) 496-1860**

San Diego Unified School District
Teacher Preparation and Student Support Division

**BTSA INDUCTION PROGRAM
SUPPORT PROVIDER CONFIDENTIAL REFERENCE
2009 - 2010**

Applicant: _____ Supervisor: _____

**COMPLETE AND RETURN BY 5 P.M. May 15, 2009 TO:
LATRICIA BRANCH, IMC, BLDG. A
OR FAX TO (858) 496-1860**

*Your assistance is requested to ensure this reference is returned on or before the deadline.
An applicant's status is dependent on your timely response. All references will be kept confidential.*

Please do a classroom observation before completing this reference form. For each area, place a check (√) in the column that most closely describes the applicant. It is important that only the most qualified applicants are selected to serve as BTSA Induction Program support providers. Your honest appraisal will help ensure quality support to new teachers.

AREA	POOR (uncertain potential for success in the role)	FAIR (potential, needs a great deal more experience/training)	GOOD (potential, needs experience or training)	VERY GOOD (potential, needs little training/experience)	OUTSTANDING (fully prepared)
Content/subject area knowledge					
Ability to design and deliver standards-based lessons					
Pedagogical skills					
Working with English learners					
Understanding of cultural, ethnic, cognitive, linguistic, and gender diversity					
Ability to reflect on and analyze instructional practices					
Ability to lead the work of other adults					
Commitment to own professional growth					
Interpersonal relations with peers					
Views teaching and the teaching profession positively					
Overall Reference					

Please write additional information you wish to share about the applicant in the space below or on the back of this sheet.

Printed name of principal/supervisor

Position/Title

Signature

Date