

ADMINISTRATIVE CIRCULAR NO. 111
Human Resource Services Division

SAN DIEGO CITY SCHOOLS

Date: April 30, 2003

To: Secondary Principals, Vice Principals, and Teachers; Math, Science, and Literacy Administrators; 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 (SECONDARY AND SELECTED SPECIAL EDUCATION K-12 LEVEL)

Department and/or

Persons Concerned: Secondary Principals, Vice Principals, and Teachers; Math, Science and Literacy Administrators; Special Education Program Managers; Selected Special Education Teachers; Division and Department Heads

Due Date: May 16, 2003

Reference: None

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

Attachments:

1. *Support Provider Roles and Responsibilities*
2. 2003-2004 Support Provider Application Form and CFASST Training Registration
3. 2003-2004 Support Provider Written Prompt Response Form
4. 2003-2004 Support Provider Confidential Reference

Brief Explanation:

The district's BTSA Induction Program (Secondary/Special Education) is seeking experienced secondary teachers of both general and special education (NS or RSP) to serve as support providers to participating teachers. The program is also recruiting experienced teachers of selected K-12 special education programs (D/HH, ED, ILS, PACE, SEEC, PH, DIS providers, and VI) to serve as support providers to participating teachers in these programs. Teachers who did not take part in the 2001-2002 or 2002-2003 selection process and who wish to serve as BTSA Induction Program support providers in 2003-2004 must apply through the process outlined in this circular. (Teachers currently serving as support providers will apply through an abbreviated process to be explained at the May Support Provider Meeting).

Teachers graduating from SB2042 preparation programs are required to complete two years of induction to secure professional clear credentials. The BTSA Induction Program is an approved induction program for these teachers. Support providers who coach and mentor participating teachers are critical to the program's success.

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. Be a general education or special education teacher (NS or RSP) at a middle or senior high school, or a K-12 teacher of D/HH, ED, ILS, PACE, SEEC, PH, or DIS.
2. Have achieved permanent status with the district.
3. Have a minimum of three years successful teaching experience in the district **OR** have successfully completed the Secondary/Special Education BTSA Induction Program in 2003.
4. Hold a valid California teaching credential.
5. Have a most recent overall evaluation of "effective."

ADDITIONAL KNOWLEDGE AND SKILLS

In addition to the minimum requirements above, the 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. Willingness to participate in professional training to acquire the knowledge and skills needed to be effective support providers.
5. Willingness to engage in formative assessment processes, including reflective conversations about formative assessment evidence with participating teachers.
6. Willingness to use their own classrooms as laboratories for learning and complete assigned activities in preparation for supporting participating teachers.

7. Willingness to share instructional ideas and materials with participating teachers.
8. Willingness to deepen understanding of cultural, ethnic, cognitive, linguistic, and gender diversity.
9. Effective interpersonal and communication skills.
10. Willingness to work with participating teachers.
11. Commitment to personal professional growth and learning.
12. Willingness and ability to be an excellent professional role model.
13. A positive attitude toward teaching and the teaching profession.

SUPPORT PROVIDER ROLES AND RESPONSIBILITIES

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

1. Serving as professional role models in content and pedagogy.
2. Providing intensive individualized support and assistance.
3. Guiding participating teachers through the California Formative Assessment and Support System for Teachers (CFASST) and participating in selected formative assessment activities in their own classrooms.
4. Assisting participating teachers to develop and implement Individual Induction Plans (IIP's).

Every effort is made to assign support providers to participating teachers at their same sites and within their 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. A complete list of the *Support Provider Roles and Responsibilities* is included as Attachment 1.

COMPENSATION

Support Providers will be compensated based on participation in monthly training, work beyond the school day with participating teachers, and attendance at training that occurs after school hours during the school year. Compensation will be at the workshop participation rate of \$17.56 per hour for ongoing training and professional development, and at the workshop leader rate of \$39.04 per hour of support beyond the workday. Compensation will be approximately:

# PARTICIPATING TEACHERS	Ongoing Training	Support Beyond the Workday	Approximate Total Compensation
1	\$500	\$2,000 (51 hours)	\$2,500
2	\$500	\$2,500 (64 hours)	\$3,000
3	\$500	\$3,000 (77 hours)	\$3,500
4	\$500	\$3,500 (90 hours)	\$4,000

Support providers must maintain logs of time spent working and conferring with their participating teachers. Compensation for the Summer 2003 CFASST training will be paid at the workshop participation rate and will be in addition to the compensation shown above.

Teachers who meet the eligibility requirements noted in the sections above and are interested in becoming BTSA Induction Program support providers must submit:

1. Completed Support Provider Application Form and CFASST Training Registration (Attachment 2). (Only those applicants who successfully complete the CFASST Training scheduled for July 29-31, 2003 will be eligible to serve as support providers in Fall 2003).
2. Completed Support Provider Written Prompt Response Form (Attachment 3).
3. Completed Support Provider Confidential Reference (Attachment 4) from their immediate supervisor (Principal; Vice Principal; Math, Science or Literacy Administrator; or Special Education Program Manager). Applicants are responsible for providing the forms to their supervisors and requesting that they be returned by the May 16, 2003 deadline.
4. **It is the applicant's responsibility to ensure that the Institute Support and Professional Development Department (IMC, Bldg. A) receives all application materials by 5 p.m. on May 16, 2003.** School or United States mail delays or faxes not received are not acceptable reasons for missing the deadline. Applicants should contact Pati Hall at 858-496-1882 or phall2@mail.sandi.net to confirm that application materials have been received.

SELECTION PROCESS

The BTSA Advisory Committee (comprised of support providers, participating teachers, and administrators) along with the BTSA Induction Program leadership team, will select applicants to participate in the Summer 2003 CFASST training. Applicants will be selected based on the quality of application materials and anticipated need.

Questions regarding the BTSA Induction Program or the support provider selection process should be directed to Mariam True at 858-496-1880 or mtrue@mail.sandi.net.

Deberie L. Gomez
Deputy Administrative Officer

APPROVED BY:

A handwritten signature in black ink, appearing to read "Terrance L. Smith". The signature is written in a cursive style with a large initial "T".

Terrance L. Smith
Chief of Staff

DLG:MS

Attachments

Distribution Lists: A and F

San Diego City Schools
Institute Support and Professional Development

**BTSA INDUCTION PROGRAM
SUPPORT PROVIDER ROLES AND RESPONSIBILITIES**

As a BTSA Induction Program support provider, I commit to:

1. Meet with my assigned participating teacher(s) within two weeks of the assignment(s) being made.
2. Successfully complete California Formative Assessment and Support System for Teachers (CFASST) training during the summer, other training as deemed necessary by the BTSA Induction Program leadership team, and training provided at monthly support provider meetings. Schedule and attend make-up sessions with the BTSA Induction Program resource teachers should an unavoidable conflict arise.
3. Use my classroom as a laboratory for my own learning and complete assigned activities in preparation for supporting participating teacher(s).
4. Attend, be punctual, and prepared to stay for the entirety of each support provider meeting and participating teacher seminar held after school from 4-7 p.m.
5. Conduct required CFASST observations in the classrooms of each assigned participating teacher, followed by a closure conference to reflect on the lesson.
6. Collaborate with participating teacher(s) in the self-assessment of their teaching as prescribed in CFASST, the Descriptions of Practice (DOP), and Individual Induction Plan (IIP). Provide participating teacher(s) with observations and other evidence to ensure accuracy of the ratings.
7. Assist participating teacher(s) to use CFASST and to collect and analyze evidence based on the California Standards for the Teaching Profession (CSTP), academic content standards and student performance levels.
8. Assist participating teacher(s) to effectively complete all CFASST events, and submit required events as scheduled. Guide and assist participating teacher(s) in developing and implementing the IIP.
9. Maintain accurate records that reflect the time spent with participating teacher(s) and submit communication logs at monthly support provider meetings.
10. Provide participating teacher(s) with advice and assistance regarding program completion requirements and the design of a two-year program of study.

11. Assist participating teacher(s) to collect evidence and artifacts for an exit portfolio documenting their completion of all professional credential requirements.
12. Complete the BTSA on-line consent form prior to the deadline each year and complete the statewide survey each spring.
13. Meet with participating teacher(s) a minimum of four hours per month.
14. Provide ongoing support and assistance to participating teacher(s) in all aspects of teaching and learning.
15. Be open and accepting of technical assistance provided by BTSA resource teachers.
16. Maintain confidentiality and discretion about the participating teacher(s) I am assigned to support.
17. Allow participating teacher(s) assigned to me to visit my classroom and to accompany me on visits to the classrooms of other experienced practicing teachers.
18. Communicate with site administrators about the BTSA Induction Program and conduct required triad meetings.
19. Perform BTSA duties and responsibilities in a professional, caring manner.

**BTSA INDUCTION PROGRAM (Secondary/Special Education)
2003-2004 SUPPORT PROVIDER APPLICATION FORM
AND CFASST TRAINING REGISTRATION**

To serve as a BTSA Induction Program support provider, applicants must attend three days of California Formative Assessment and Support System for Teachers (CFASST) training prior to working with participating teachers. CFASST training requires a time commitment from 8 a.m. to 4:30 p.m. each day and a minimum of 30 minutes of preparation each evening. **Training will only be available July 29-31, 2003.** Participants will be compensated at the workshop participation rate of \$17.56/hr. Complete and sign the form below to indicate your availability to participate in the CFASST training.

Last Name: _____ First Name: _____

Social Security Number (last four digits only): _____

Home Address: _____

City: _____ State: _____ Zip: _____

Home Phone: (____) _____ E-Mail: _____

School: _____ School Phone: (____) _____

Grade(s) _____ Content Area or Sp. Ed. Program: _____

Signature: _____ Date: _____

**Return by: 5 p.m., May 16, 2003
Return to: Pati Hall, IMC, Bldg. A or FAX (858) 496-1860**

- 3) What instructional strategies do you use in your classroom to motivate and engage all students?

Return by: 5 p.m., May 16, 2003
Return to: Pati Hall, IMC, Bldg. A or FAX (858) 496-1860

**BTSA INDUCTION PROGRAM
2003-2004 SUPPORT PROVIDER CONFIDENTIAL REFERENCE**

Applicant: _____ Referent: _____

COMPLETE AND RETURN BY: 5 P.M., May 16, 2003
RETURN TO: PATI HALL, IMC, BLDG. A, OR FAX TO (858) 496-1860
Your cooperation 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.

Place a check (✓) in the column that most closely describes the applicant in the areas listed. It is important that the most qualified applicants be selected to serve as BTSA Induction Program support providers. Your honest appraisal will help ensure quality support to new teachers.

AREA	POOR or 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					

Confidential

Please write additional information you wish to share about the applicant in the space below:

Printed Name of Principal/Supervisor

Position/Title

Signature

Date