



*North Coast Beginning Teacher Program*

# **DISTRICT COORDINATOR JOB DESCRIPTION**

The District Coordinator is a key educational leader in your district. As the liaison between your school district and the North Coast Beginning Teacher Program, the District Coordinator ensures adherence to and implementation of program standards. The Coordinator serves as an advocate for the Beginning Teacher(s) and Support Provider(s), working with the district to develop and implement policies that lead to the success of beginning teachers.

## **Qualifications:**

1. Desire to work closely with beginning teachers and Support Providers to implement the North Coast Beginning Teacher Program (NCBTP) goals and state credential requirements.
2. Ability to work with teachers, personnel and human resource staff, administration, teacher union leaders, PAR Joint Panel, and board members.
3. Understands the California Standards for the Teaching Profession, the California Induction Standards, California's Learning to Teach credential system (SB 2042), and formative assessment.
4. Thorough understanding of exemplary and effective teaching strategies.
5. Excellent communication skills.

## **Duties:**

### **1. Credential Compliance:**

- a. Work with district personnel to facilitate identification of eligible beginning teachers to ensure proper placement in appropriate credential program (e.g. Intern, BTSA, Out of State, or Designated Subjects)
- b. At the point of hire inform all eligible teachers of their credential responsibilities, program requirements and expectations
- c. Obtain a copy of each beginning teacher's credential for NCBTP use
- d. Work with district to emphasize Support Provider selection of high quality Support Providers and work with County Coordinator when mismatches occur
- e. Assist County Coordinator in monitoring beginning teachers' and Support Providers' participation and completion of program requirements.

### **2. Communication & Coordination:**

- a. Communicate regularly with NCBTP County Coordinator, attend 2 meetings per year and collect and submit all required forms and documents
- b. Coordinate district calendar, meetings, dates, and special events with NCBTP meetings and events
- c. Collaborate with district staff to align district professional development with the NCBTP professional development activities

## **Stipend:**

Funding is dependent upon number of eligible participating teachers with completed state consent forms on file with the NCBTP. Funds are provided directly to districts to offset the Coordinator stipend and/or salary.

0-5	\$100 per PT	11-20	\$2,000	31-40	\$4,000	50+	\$6,000
6-10	\$1,000	21-30	\$3,000	41-50	\$5,000		