

# NORTH COAST BEGINNING TEACHER PROGRAM

*A quality support system for all beginning teachers and  
a caring, competent and highly qualified teacher for every child.*



To: District Coordinators

From: Corinne Muelrath and NCBTP Staff

Re: School Start Up

Hi! Hope this finds you doing well. Thank you for all that you do! Your role is critical to the success of the NCBTP partnership with your district and to all the Support Providers and Beginning Teachers. We truly appreciate all that you do!

We have enclosed some information for you as you begin the new school year. The following information should help your job go more smoothly:

1. Your annual updated Roles & Responsibilities & timeline of activities.
2. Talking Points for:
  - a. Human Resource Staff: Please give this to the Human Resource contact person in your district. We also mailed a similar letter directly to them but it always helps to have you review the information. We also mailed HR a stack of Advisement Forms for BTSA Induction teachers. Please follow up to be sure they ended up with the right person.
  - b. Beginning Teachers: Be sure to touch base individually with each new teacher. You can use this as a handout if you would like.
  - c. Support Providers: Thank you for your part in securing well-qualified Support Providers to work with Beginning Teachers. This is the most important aspect of the support system for new teachers!
  - d. Welcome Support Provider Packet: This packet includes a cover letter, a “Moving Beyond Survival” handout, and the Checklist for Site Orientation. **Please distribute to each Support Provider before school starts in the fall!**
3. Rosters:
  - a. Roster to County Coordinator: It is IMPORTANT that you FAX this to your County Coordinator and update as needed. This helps us plan our seminars and ensure that we have enough materials and supplies for the Beginning Teachers and Support Providers. Thank you!
4. Support Provider Application:
  - a. It is *critical* that all Support Providers have on file with you a current Support Provider application. We have enclosed a copy of the NCBTP application AND the new **Support Provider Selection Policy**. Please use this form and policy if your district doesn't have one of its own. Thank you.

**Again, THANK YOU for all you do to support new teachers.** We appreciate you!

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