

ADMINISTRATIVE CIRCULAR NO. 65

Office of Teaching and Learning

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: April 23, 2014

To: Principals, Vice Principals, Special Education Program Managers,
Division and Department Heads

Subject: RECRUITMENT OF SUPPORT PROVIDERS FOR BTSA
INDUCTION PROGRAM

**Department and/or
Persons Concerned:** Principals, Vice Principals, Special Education Program Managers,
Division and Department Heads

Due Date: Ongoing

Reference: None

Action Requested:

1. Identify qualified teachers to serve as support providers.
2. Submit qualified teachers' names and current assignment on the electronic form located in the "For Administrators" section of www.sandi.net/btsa.
3. Return confidential recommendations upon request.

Brief Explanation:

The District is seeking experienced P-12 teachers to serve as support providers to preliminary credentialed teachers pursuing a clear credential through participation in the BTSA Induction Program. Potential support providers are identified by site administrators and, if interested, are notified of the application process.

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 2014.
3. Hold a valid California teaching credential.
4. Have a most recent overall evaluation of "effective."

SUPPORT PROVIDER ROLES AND RESPONSIBILITIES

Support providers assist participating teachers to complete the formative assessment process that results in the attainment of a clear teaching credential. Support providers play a pivotal role in the professional growth, success and retention of new teachers. Support provider roles and responsibilities include:

1. Facilitating the new teacher's transition into the teaching profession.
2. Providing intensive individualized support.
3. Serving as professional role models in all aspects of the teaching profession.
4. Assisting participating teachers through the formative assessment process.
5. Assisting participating teachers to fulfill all program requirements.

COMPENSATION

Support providers will be allocated release time for their work with new teachers. Time worked outside the regular school day on behalf of the program will be compensated at the hourly workshop leader rate. Attendance at training that occurs after school hours during the school year will be compensated at the hourly workshop participation rate. Support providers maintain records of the time spent working with participating teachers.

APPLICATION PROCESS/SELECTION PROCESS

Teachers, who are identified by site administrators as potential support providers, are invited to go to www.sandi.net/btsa to complete the steps in the application process.

1. Support Provider Interest in Participation Form
2. Support Provider Information Form
3. Support Provider Application
4. Technology Skill Survey

ALL steps in the application process must be completed before application will be considered. The selection process is on-going and based on program need. Accepted candidates will be added to the support provider database. Support providers will be assigned to participating teachers based on like credentials and location.

Questions regarding the BTSA Induction Program or the support provider selection process should be directed to Karen Evans at kevans@sandi.net.

Janice Pingel, Program Manager
Teacher Preparation and Support Department
Office of Teaching and Learning

APPROVED:



Teresa Walter
Executive Director, Teaching & Learning