

Coordinator of BTSA, Elementary Prep and Music

DEFINITION:

Under the direction of the Assistant Superintendent of Elementary Instruction, develops, administers, supervises, and evaluates BTSA (Beginning Teacher Support and Assessment) and District Elementary Prep programs. Assists in the development and implementation of District policies and budgets relating to BTSA and District Music program responsibilities; is responsible for the evaluation of certificated and classified personnel within the specified program areas.

QUALIFICATIONS:**Credential:**

- Possession of a California Administrative Services Credential or Certificate of Eligibility for Administrative Services Credential

Experience:

- A minimum of five years credentialed experience, with two years of administrative experience preferred.

Other:

- Possession of a valid Class III California driver's license.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervise and evaluate certificated teachers as assigned
- Supervise and evaluate classified staff as assigned
- Oversee district elementary music program
- Coordinate schedule for elementary music and PE/Art prep
- Coordinate availability and inventory of music instruments for elementary students
- Facilitate staff meetings as needed for elementary prep staff (PE, art, and music)
- Act as liaison between outside music organizations and opportunities for the district
- Plan, organize, and direct services, activities and professional development aligned with the California Induction Program Standards in collaboration with the Sacramento BTSA Consortium participating districts
- Develop agendas and facilitate monthly BTSA trainings and workshops
- Offer assistance to those serving as support providers
- Prepare annual data to be sent to the California Department of Education
- Conduct ongoing communication with beginning teachers, administrators, and support providers.
- Provide evaluations of the BTSA Program
- Attend SCOE training for Support Providers and serve as a trainer for our consortium as needed
- Performs other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Expertise and understanding of curriculum and instructional needs of public K-12 organizations
- Ability to effectively supervise and evaluate personnel
- Work cooperatively and communicate effectively with staff, other districts, business partners, government agencies, and general public
- Establish and maintain effective working relationships at all levels
- Demonstrate leadership, organization, communication, and human relations skills
- Analyze data and situation(s), render judgment, make decisions, and solve problems efficiently
- Knowledge of BTSA program and funding
- In-depth knowledge of the Induction Program Standards for the State of California
- Exemplary instructional strategies

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employee in this position will be required to work indoors in a standard office environment and come in direct contact with district staff, students and the public.