

**CLASS SPECIFICATIONS FOR THE
PROJECT FACILITATOR
CALIFORNIA NEW TEACHER SUPPORT**

DEFINITION

Under the direction of the Coordinator of the Mentor Teacher Program, Staff Development Services, the New Teacher Support Project Facilitator will provide services described specifically in the specially funded project, "California New Teacher Project."

QUALIFICATIONS

Credential: Possession of a standard teaching credential.

and

Education: Preference will be given to individuals holding a bachelor's degree.

and

Experience: A minimum of five years teaching experience in Sacramento City Unified School District and three years of experience as a mentor teacher. Candidates must also have received specialized training in peer coaching, adult learning theory, clinical teaching, classroom management, and T.E.S.A.

TYPICAL DUTIES AND RESPONSIBILITIES

- ___ 1. Identify and recruit new teachers to participate in the California New Teacher Project. Obtain consent forms.
- ___ 2. Maintain necessary records and information on participating new teachers.
- ___ 3. Attend required state-wide new teacher project meetings.
- ___ 4. Regularly visit each new teacher at school sites to check progress.
- ___ 5. Facilitate relationships between mentor teachers and new teachers. Provide support and intervention strategies as needed.
- ___ 6. Coordinate staff development activities for new teachers, supporting mentor teachers, and site administrators.
- ___ 7. Coordinate assessment process and training for new teachers.
- ___ 8. Assess individual needs of new teachers, and provide appropriate assistance and training referrals.
- ___ 9. Arrange for release time for new teachers, e.g., substitute arrangements, logistics, etc.
- ___ 10. Identify resources appropriate for new teacher support, order and distribute to new teachers.
- ___ 11. Coordinate mentor directed, optional after-school workshops. Facilitate district salary credits for participating new teachers.

PROJECT FACILITATOR, CALIFORNIA NEW TEACHER SUPPORT (Continued)

TYPICAL DUTIES AND RESPONSIBILITIES (Continued)

- _____ 12. Coordinate project evaluation.
- _____ 13. Assist new teachers upon request.
- _____ 14. Perform other necessary duties related to new teacher support as may be assigned.

WORK SCHEDULE AND SALARY

A Project Facilitator, California New Teacher Support, serves on the days schools are in session plus required non-teaching service days, and is placed on the teachers' salary schedule according to his/her training and experience.

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