

# DESERT SANDS UNIFIED SCHOOL DISTRICT

## Job Description

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**Title:** Project Facilitator PAR/BTSA, County-District Liaison  
(Peer Assistance and Review/Beginning Teacher Support and Assessment)

**Reports To:** Assistant Superintendent,  
Educational Services

**Department:** Educational Services

**Classification:** Certificated

**Work Year:** 10 Months

**Salary:** Certificated Salary

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### **Basic Functions:**

Under direction of the Assistant Superintendent of Educational Services, works in conjunction with the County office to facilitate the District's PAR-BTSA program.

### **Representative Duties:**

1. Serve as a liaison between the County representatives of the RIMS-BTSA Project, and the Desert Sands Unified School District including Participating Teachers (PTs), Support Providers (SPs), and the PAR Council.
2. Implement the state mandated BTSA induction program for qualifying teachers.
3. Facilitate the District BTSA program by matching SPs with PTs, and monitoring participation and progress through the induction period.
4. Facilitate the District PAR program by matching Consulting Teachers (CT) with participants, and monitoring participation and progress.
5. Attend all County BTSA Liaison meetings and provide feedback to Personnel, Educational Services and the PAR Council.
6. Input and monitor data on the County web site (RBO) showing the status and progress of participants in the BTSA program.
7. Submit reports of program details to the PAR Council including information regarding budget, staffing needs, PAR services, and trainings.
8. Monitor and submit budget items for PAR/BTSA.
9. Visit school for program management, implementation, and recruitment.
10. Assist PAR Council with the recruitment of new Support Providers and Consulting Teachers.
11. Maintain records of release days for PTs and SPs.
12. Provide coaching support for PTs and SPs as needed.
13. Facilitate new teacher orientation training events in conjunction with District personnel.
14. Plan, and facilitate year-end Colloquium closure event.

### **Knowledge and Skills Required:**

- Working knowledge of curriculum and instruction. Experience in curriculum development and instructional coaching preferred.

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- Organizational and problem solving skills.
- Oral and written communication skills.
- Experience in facilitation/collaboration preferred (e.g. DuFour training).
- BTSA training and experience.

This job description is not intended to encompass all PAR-BTSA duties and responsibilities that may be assigned to or performed by an individual.

**Education and Experience**

Successful and extensive teaching experience preferred.

**Licenses, Certifications and Testing Required:**

- Valid California Teaching Credential
- Fingerprint/criminal justice clearance
- Tuberculosis clearance
- Must possess or have the ability to obtain a valid California Drivers license

**Physical Requirements and Working Conditions**

Upon completion of the first year of service as a PAR/BTSA Facilitator, he/she may request be returned to the position which he/she held prior to becoming a Facilitator. If that position no longer exists, he/she shall be provided a similar position that he/she is credentialed to teach. The requirements of the position are maintained in the Personnel Department.

The Office of Certificated Personnel Services embraces the American with Disabilities Act (ADA).

While performing the duties of this job, the employee is regularly required to sit, walk, stand and talk or hear. Specific vision abilities required by this job include close vision, distance vision. Frequently driving or the ability is performed while meeting the demands of this job. Occasionally, yet essential to this position, the individual must meet deadlines with severe time constraints, interacting with the public and other workers. Occasionally the position requires the employee to work irregular or extended hours, direct responsibility for the safety, well-being or work output of other people and meet multiple demands from several people.

**Regular Work Days:** 190 days

Revised November 2008