Role
The Support Provider will work with each assigned Participating Teacher for approximately 8 hours per month (as referenced in the Bargaining Unit Agreement) to provide professional support and assistance as well as guidance in completing the requirements for the California Clear Teaching Credential.

Requirements
The Support Provider should:
1. Contact the Participating Teacher upon notification of match-up to set up a regular schedule
2. Review BTSA Website: http://acts.lausd.net/BTSA/ for Support Provider Training information and calendar of events for the participating teacher.
3. Register with state at www.btsa.ca.gov
4. Register for and attend mandatory trainings offered by LAUSD BTSA

For the LAUSD BTSA Induction Program, Support Provider training includes:
Support Provider Orientation (To Be Attended Annually)
Formative Assessment Training:
- Coaching Strategies
- FACT Days 1 & 2

Documentation of Support
During assignment, the Support Provider must maintain a Support Provider Log that reflects dates/time/activity of Support Provider interaction with the Participating Teacher. This log is submitted on a monthly basis to the Administrative Designee at the school of the Participating Teacher.

Exception: For NBC Support Providers, NBC logs are submitted to the Teacher Support Unit.

Support Provider should use the approved log for the BTSA Induction Program, District Intern Program or NBC Activity Log.
**Compensation**
In order to receive compensation, the Support Provider must 1) be officially selected by the Site Selection Committee 2) provide support to a Participating Teacher in accordance to program guidelines and 3) submit monthly logs to the school administrator. The school administrator verifies Support Provider’s completion of hours.

In order for Support Providers to receive timely compensation, the school administrator must submit the Match-Up Form to the Central Office (for newly selected Support Providers, the Signature Page and Composite Score Sheet must also be submitted). Prior to the end of each semester, the school administrator must also submit the Duties and Responsibilities Verification Form to the Central Office. (These forms are posted electronically on the BTSA website.) The Support Provider stipend is paid twice a year.

NBC Support Providers must submit NBC Activity Logs to the Teacher Support Unit twice a year: 1) December designated date and 2) June designated date.

**Resources**
BTSA Website: [http://acts.lausd.net/BTSA/](http://acts.lausd.net/BTSA/)
LAUSD Memorandum, New Teacher Support Provider Selection Process, September 14, 2011: MEM-5601.0

**BTSA Directory**

<table>
<thead>
<tr>
<th>Position</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peggy Taylor Presley, Director</td>
<td><a href="mailto:peggy.presley@lausd.net">peggy.presley@lausd.net</a></td>
<td>(213) 241-5495</td>
</tr>
<tr>
<td>Aleeta Powers, Coordinator</td>
<td><a href="mailto:aleeta.powers@lausd.net">aleeta.powers@lausd.net</a></td>
<td>(213) 241-5495</td>
</tr>
<tr>
<td>Barbara Locker-Halmy, Specialist</td>
<td><a href="mailto:Barbara.locker-halmy@lausd.net">Barbara.locker-halmy@lausd.net</a></td>
<td>(213) 241-5495</td>
</tr>
<tr>
<td>Jeanne Gamba, Specialist</td>
<td><a href="mailto:jgamba@lausd.net">jgamba@lausd.net</a></td>
<td>(213) 241-5495</td>
</tr>
<tr>
<td>Denise Busby, Specialist</td>
<td><a href="mailto:denise.busby@lausd.net">denise.busby@lausd.net</a></td>
<td>(213) 241-5495</td>
</tr>
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</table>

Participants from Local District 7 will take part in the LAUSD BTSA Induction Pilot Program. Please contact Janet Peaks for additional information – [janet.peaks@lausd.net](mailto:janet.peaks@lausd.net)
LAUSD BTSA Support Provider FAQs

Consent Form
All Support Providers must complete the consent form as soon as possible. The form takes about 10 minutes to complete. The California Department of Education and the Commission on Teacher Credentialing use this form to track Support Providers across the State. It is critical that the information gathered by the State be an accurate reflection of our Support Providers. This form must be completed by the state deadline.

Support Provider Commitment Form.
Each Support Provider needs to sign this form.

Match-Up Forms
These forms must be sent to the Central Office. The Match-Up form verifies that the Support Provider and Participating Teacher have been assigned within the established procedures. It also serves as stage one for verification to provide compensation.

Monthly Logs
Each month a log must be completed indicating support provided to the participating teacher. A copy must be submitted to the school site and are subject to audit.

Verification of Duties
This form must be submitted once per semester to the Central Office. Submission of this form verifies that Support Providers have or have not submitted monthly logs to determine eligibility for payment of their stipend. The fax number is on the form. This form is Attachment A of the Support Provider Program Duties and Responsibilities Verification Reference Guide. A link to this form is posted on the LAUSD BTSA website.

Compensation
Each support provider is paid $500 per participating teacher per semester (maximum 2) up to $2,000 yearly. NBC teachers who have qualified as a Support Provider may be paid using their NBC hours. An NBCT may support up to 4 participating teachers (2 for hours; 2 for compensation).

In order to be eligible for compensation all Support Providers need to be selected and assigned by the school site selection committee and approved by central at the time of assignment. They must also have completed the consent form on the state BSTA website.

Support Providers are paid once each semester. This process is not automatic. The site administrator must have sent in the Match-Up form to activate the assignment and have sent in the Duties and Responsibilities Form to verify that the stipend has been earned by the deadlines indicated in the reference guide. Without this documentation Support Providers cannot be paid.

Professional Development for Support Providers
The current contract indicates that Support Providers must complete Formative Assessment training and are to participate in 15 hours per semester of professional development. Support Providers will receive the currently negotiated teacher training rate for attendance at BTSA professional development activities. Professional Development information is posted on the LAUSD BTSA website at http://acts.lausd.net/BTSA/.

Support Providers who work with more than one program, i.e., LAUSD BTSA, District Intern Programs, Subject Matter Preparation, may contact the Teacher Support Unit to arrange to combine Support Provider professional development hours from all programs to meet the 15 hours/semester requirement. The plan must be pre-approved in order to ensure that all required training topics are covered.
Support Provider Professional Development

Support Provider Orientation - an annual requirement

FACT Training – required of all new LAUSD BTSA Induction Support Providers

Coaching Strategies for Support Providers – Modules 1 & 2 (Fall Semester)  
(required of all Support Providers who have completed FACT Training)

Coaching Strategies for Support Providers – Modules 3 & 4 (Spring Semester)  
(required of all Support Providers who have completed FACT Training)

Important Reminder: LAUSD Support Providers (District Intern, BTSA Induction) support the continued learning of our newer teachers. Consequently, it is imperative that they are supported by experienced veteran teachers who also are committed to their own personal lifelong learning.

Stay Connected
All Support Providers are asked to visit the LAUSD BTSA website on a weekly basis to stay connected and updated. http://acts.lausd.net/BTSA/ serves as the LAUSD BTSA website. Support Providers who are NBC teachers will also find it helpful to visit the NBC website. You may find it by going to the lausd.net website and click on offices. Scroll down to NBC, click, and you are there!
Talent Management Division
Teacher and Administrator Development Branch
Teacher Support Unit

Substitute Release Form

Observation Opportunities
There are multiple ways to engage in peer observations. Some of the opportunities include:

1. District Intern observes their Support Provider/Mentor
2. District Intern attends a demonstration lesson by expert/model teacher
3. District Intern and Support Provider observe together
4. BTSA participant observes their Support Provider/Mentor
5. BTSA participant and Support Provider observe together
6. BTSA participant attends a demonstration by an expert/model teacher

Process
We are able to provide up to two sub release days for each of the participating teachers (District Intern and/or BTSA Programs). If there are two participating teachers at the same school location, we suggest that they share a day—one may be released for observation during the morning and the other can be released in the afternoon. This may be repeated to maximize the opportunity for release and to view the successful practice of an experienced teacher. Please note that the formula for allocation of sub release is as follows:

- 2 days per participating teacher which must also be shared with the Support Provider
- If a Support Provider has two participating teachers, they will have a total of four days to share between the two beginning teachers and the SP.

Sub Release Form
You will be provided with access to the sub release form. You may share the information with your participating teacher but please note that the authorization will need to come from the site administrator and be forwarded to BTSA Central Office as noted on the form.

Thanks for your assistance and support of the beginning teachers of the Los Angeles Unified School District.

Substitute Release Guidelines

Allocation: We are able to allocate two sub days per participating teacher. Sub release resources are to be shared between the participating teacher.

Step I
- Check with your site administrator to confirm Match-Up form submission
- Confirm the participating teacher’s program (BTSA, DI)
- Obtain the official BTSA sub release form from the BTSA Website and follow the directions
- Obtain your site administrator’s consent for the date that you have selected
- Plan to provide one opportunity within the fall semester and a second during the spring semester (avoid the testing window)

Step II
- Follow the established sub request procedure in place at your school
- Attempt to avoid Mondays and Fridays (these are high volume days for sub requests)

Step III
- Remember to provide opportunities for the PT to observe
- Make use of the sub release to observe your PT in relation to their inquiry
- Consider releasing one teacher for the AM and your second teacher for the PM (maximize release opportunities)
New Teacher Support Provider

Next Steps

Step 1

- Check with your site administrator to confirm Match-Up
  Assist with submitting to Central Office
- Confirm the participating teacher program (BTSA, DI)
- Have initial introductory meeting with your Participating Teacher (PT)
- Set up a weekly scheduled meeting time

Step 2

- Help PT’s focus on what is essential
  How does formative assessment help them provide effective instruction for all of their students?

Step 3

- Register with the state:  www.btsa.ca.gov
- Maintain and submit logs
- Confirm that your administrator submits Verification of Duties and Responsibilities (January and June) in order to receive stipend
Name: ___________________________________  School: ____________________________
Email: __________________________________

I have completed ______ BTSA hours for the month of __________________________, 20____.

**Expectations:**
BTSA Support Providers are expected to communicate with each Participating Teacher (PT) weekly; including two observations throughout the year. All support activities must fit into at least one of the following areas:
- Implementing formative assessment activities (FACT)
- Assisting with lesson planning, classroom management, or subject area content demonstration lessons
- Observing lessons and providing feedback on lessons
- Supporting specific needs, e.g., Back-to-School Night, parent conference, district and state assessments.
- Identifying and developing resources to assist the beginning teacher in his/her professional development
- Providing instructional support for professional growth

*Submit a copy of your monthly log to your school site administrator and retain a copy for yourself.*
Reproduce this form as needed.

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<tr>
<th>Date</th>
<th>Name of PT</th>
<th>BTSA Activity</th>
<th>Time Spent</th>
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Total Time Spent: []

Principal’s Signature ____________________________  Date: ________________________

(OVER)

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Now that I have been to the LAUSD BTSA Orientation what should I do next?

1. Assemble your portfolio with inserts:
   ♦ Tab “0” =
     • Binder cover
     • Table of Contents
     • Introductory letter
   ♦ Tab 1 =
     • Advisement, Attendance, Communication & Evaluation
     • Pages 1 - 13
   ♦ Tab 2
     • Pages 1 - 27

2. Register for designated sessions and State Consent
   ♦ Refer to Page 4 in “Packet A” for information pertaining to Learning Zone
     • For Charter Schools see Page 7 for Single Sign-On Access
   ♦ On the Learning Zone click on “My History” to print attendance verification certificate
   ♦ State Consent – www.btsa.ca.gov

3. Speak to your school site administrator
   ♦ Refer to Page 8 - Site Administrator letter

4. Prepare to attend a Fall Seminar
   ♦ You will receive complete set of pre-printed portfolio tabs at the seminar

5. Attend an optional FACT Work Session (monthly) if you would like further support and/or have not yet been assigned a Support Provider

**1st SEMESTER IMPORTANT DATES**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Oct./Nov.</td>
<td>Fall Seminar</td>
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<tr>
<td>On or Before Dec. 2</td>
<td>Partial Submission (2.1-2.5) of Tab 2</td>
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<tr>
<td>Before Dec. 2</td>
<td>State Consent</td>
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**REMEMBER! WE ARE HERE FOR YOU!**