

Consulting Teacher for Colleague Mentorship and Assistance (CMA) Program

The purpose of a Consulting Teacher is to provide assistance to a participating Teacher in the CMA program. The Personnel Director, as directed by the Superintendent, will forward names and unsatisfactory category of CMA candidates to CMA Committee at the beginning of each school year.

A. Qualifications are as follows:

1. Holds an appropriate California teaching credential.
2. Has taught full time for a minimum of five years, preferably for HCOE.
3. Possesses extensive knowledge and demonstrates mastery of subject matter, teaching strategies, instructional techniques and classroom management strategies necessary to meet the needs of pupils in different context.
4. Will complete/has completed CMA or BTSA consultant training or has otherwise demonstrated expertise in providing collegial mentoring.
5. A teacher may not serve in an administrative position while serving as a Consulting Teacher.
6. In the event an insufficient number of Consulting Teachers from the HCOE are available in any school year, the Joint Committee shall be authorized to select from the pool of qualified certificated teachers serving in local school districts or neighboring county office of education.

B. Consulting Teacher positions shall be filled as follows:

1. A notice of vacancy shall be given to all unit members with five or more years of teaching experience.
2. Applicants shall submit an application form and professional references.
3. Classroom observation to verify skills shall be conducted by a member(s) of the Joint Committee, as appropriate.

C. The term of service for a Consulting Teacher shall be for one (1) year, with a maximum of three (3) consecutive terms. After the third term has been completed, reapplication shall be necessary.

D. Consulting Teachers shall be provided training to offer mentorship assistance and consultation to understand the specific functions of the CMA program.

E. The Consulting Teacher has the right to decline an initial assignment. The assignment may be adjusted at any time, for reasonable cause, by the Joint Committee.

- F. The Consulting Teacher shall provide assistance to the Referred Participating Teacher (RPT) for a minimum of one (1) year. Assistance beyond one (1) year shall be based upon progress and benefit as determined by the Joint Committee.
- G. A Consulting Teacher provides assistance to RPT in improving instructional performance. This assistance shall typically include observation of participating Teachers during periods of classroom instruction (of not less than 10 hours), demonstrating, conferencing, or referring to other services.
- H. The Consulting Teacher shall provide periodic progress reports and a Final Report to the Joint Committee as required.
- I. Copies of the Consulting Teacher's reports shall be discussed with the RPT to receive his or her input and signature before they are submitted to the Joint Committee. The participating Teacher's signing of reports does not necessarily mean agreement, but rather that he or she has received a copy of each report.
- J. The Consulting Teacher's Final Report shall include an anecdotal record of times met and topics discussed with the RPT. It shall also include a summary of the planned activities which were attempted and completed by the RPT.
- K. Compensation for Consulting Teachers shall be as follows:
 - 1. A Consulting Teacher for a RPT shall receive a stipend of \$3,000 for developing an Assistance Plan, conducting teacher observations, and submitting progress and final reports. Additional hours beyond the contract workday may be approved by the Joint Committee and shall be compensated at the rate of \$50.00 per hour. The Joint Committee may also elect to provide release time in lieu of hourly compensation, subject to approval of the Consulting Teacher's immediate supervisor.
 - 2. Except under special circumstances, a Consulting Teacher shall be assigned no more than one RPT in any one year.
 - 3. Consulting Teachers working with voluntary and/or beginning teachers shall be compensated at the rate of \$50.00 per hour for a bank of hours approved by the Joint Committee. A Consulting Teacher may be assigned more than one voluntary or beginning teacher as determined by the Joint Committee.
 - 4. A Resource Professional hired to work with a RPT, voluntary and/or beginning teacher shall be compensated at the rate of \$50.00 per hour for a bank of hours approved by the Joint Committee. Section 4: Participating Teachers