

National Board PD Team Roles and Responsibilities

Administrator Responsibilities

- Communicate with Teacher Liaison and National Board Certified Teacher (NBCT) Facilitator
- Problem solve as needed
- Provide resources – location, copying, etc.
- Be present during the sessions as a learner, supporter & participant (minimum 1 session per semester)
- Monitor amount of additional work given to cohort members
- Encourage attendance at WY National Board Certification Initiative (WNBCI) workshops
- Ensure that all teachers attend cohort sessions, complete & submit components by National Board deadlines
- Inform the district about the cohort

NBCT Facilitator Responsibilities

- Communicate with Teacher Liaison and Administrator
- Facilitate all cohort sessions based upon WNBCI support guidelines
- Work with WNBCI Coordinator to build schedule of support meetings and content
- Get feedback from candidates
- Provide resources
- Keep group focused on goals
- Address ethical issues / Maintain confidentiality
- Emphasize that candidates “own” NB process
- Consider & plan for candidates’ needs

Teacher Liaison Responsibilities

- Communicate at least monthly with administrator
- Communicate with NBCT facilitator as needed
- Get feedback from candidates
- Help distribute materials / resources
- Help arrange details like location, food, copying
- Complete all Teacher (Candidate) responsibilities
- Encourage ethical approach to the NB process

Teacher (Candidate) Responsibilities

- Attend & be fully present at cohort sessions
- Complete assigned components
- Engage in the conversations, Ask questions
- Be punctual, come prepared with assignments
- Share student work & classroom strategies
- Submit components by National Board deadlines
- Demonstrate ethical approach to the NB process
- Call 800- 22- teach or email NBPTS with questions