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| **Administrator Responsibilities** | **Potential Roadblocks** |
| * Communicate with Teacher Liaison, NBCT Facilitator * Connect the NBPTS cohort goals to the district goals * Problem solve as needed * Provide resources – location, copying…. * Be present during the sessions as a learner, supporter & participant (minimum 1 session per semester) * Monitor amount of additional work given to cohort members * Ensure that all teachers attend sessions & submit the entry by mid-May 2024 deadline * Consider the future of the cohort (lead the charge) – how will the cohort look in 1 - 2 - 3 years? * Inform the district about the cohort |  |
| **NBCT Facilitator Responsibilities** | **Potential Roadblocks** |
| * Communicate with Teacher Liaison * Facilitate all sessions based upon NBRC support * Get feedback from candidates * Provide resources * Keep group focused on goals * Communicate with NBRC * Plan for the future of the cohort * Address ethical issues / Maintain confidentiality * Emphasize that candidates “own” NB process * Consider & plan for incentives candidates may need |  |
| **Teacher Liaison Responsibilities** | **Potential Roadblocks** |
| * Complete Communication Update at end of each   cohort session   * 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, copying * Complete all responsibilities of the candidates * Encourage ethical approach to the NB process |  |
| **Teacher (candidate) Responsibilities** | **Potential Roadblocks** |
| * 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 the component by May 2024 deadline * Demonstrate ethical approach to the NB process * Call 800- 22-TEACH or email [NBPTScandidatesupport@pearson.com](mailto:NBPTScandidatesupport@pearson.com) with questions |  |