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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
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| **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
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| **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
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| **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 with questions
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