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EDUCATE INNOVATE INSPIRE

Teachers College of San Joaquin

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Teachers College of San Joaquin
Teacher Induction Program
2017 – 2018 Memorandum of Understanding

Enclosed is a co-sponsor agreement for your educational agency official to sign and return.

Teachers College of San Joaquin's Induction Program serves both general education and education specialist candidates and is two years in length. A one-year Early Completion Option (ECO) is available for candidates who qualify. Candidates must be employed and be teaching in a setting that allows them to meet the requirements of their preliminary credential document.

The district or employing agency understands and agrees to the following:

1. Inform newly preliminary credentialed general education and education specialist teachers they must enroll in an induction program their first year of teaching.
2. Provide the TCSJ Induction Enrollment form to all new general education and educations specialist hires. Assist the candidate in submitting the form to TCSJ.
3. If a candidate is hired after October 1, 2017, the candidate is eligible to enroll in TCSJ's induction program, but must wait until the following academic school year to begin induction. These candidates must be matched with a mentor or peer for support.
4. Candidates who are enrolled into TCSJ's Induction Program must:
   - Be employed as the teacher of record in an assignment that aligns with the clear credential being pursued;
   - Be employed in a setting where video capture is permitted for candidate reflection;
   - Be employed in an instructional setting with the same group of students on a daily or weekly basis.
5. Inform candidates who is responsible for paying the per year Induction Program Fee
   - Candidates who enrolled in Induction in 2016–2017 and are moving into year two of induction
     - Option #1 - $2000 (induction only)
     - Option #2 – Additional $1000 per teacher (induction + 6 units of coursework toward masters)
   - Candidates who enroll in induction in 2017-2018
     - $2100 per teacher per year (induction only)
   - Year Two/ECO Candidates
     - Option #1 – $2100 per teacher per year (induction only)
     - Option #2 – Additional $1000 per teacher per year (induction + 6 units of coursework toward masters)
6. If a candidate withdraws from TCSJ's Induction program prior to December 31, 2017, 50% of the program fee must be paid. However, if a candidate withdraws from the program after December 31, 2017 the full program fee is due.
7. Ensure that the candidate is paired with a mentor within 30 days of being enrolled in TCSJ's Induction program.

- The mentor and candidate are to be matched according to credentials held, grade level and/or subject area as appropriate to the candidate's employment;
- Inform TCSJ of the mentor/candidate pairing including if the match is based upon credentials held, grade level and/or subject area;
- It is recommended there be a 1:1 pairing of mentor to candidate.

8. Mentors are selected based upon the following minimum requirements:

   - Knowledge of the context and the content area of the candidate's teaching assignment;
   - Demonstrated commitment to professional learning and collaboration;
   - Possession of a Clear/Life Teaching Credential;
   - Ability, willingness, and flexibility to meet a candidate's needs for support;
   - Minimum of three years of effective teaching experience;
   - Agreement to fulfill the mentor roles and responsibilities as outlined in the TCSJ Mentor Roles and Responsibilities.

9. Assign a representative to attend the Consortium Leadership Team (CLT) meetings and act as a contact person for TCSJ's Induction program.

10. Provide sufficient resources, including protected time, for:

    - The collaborative development of the Individual Induction Plan (ILP) with input from the candidate, mentor, and consultation with the site administrator within 60 days of the candidate's enrollment in the program;
    - The mentor and candidate to attend required TCSJ professional development opportunities;
    - The mentor to attend initial and ongoing training;
    - The candidate to implement his/her ILP;
    - The candidate to attend coursework as part of their ILP goals;
    - The mentor to provide an average of not less than one hour per week of individualized support/mentoring coordinated and/or provided by the mentor;
    - The mentor to assist the candidate in the implementation of his/her ILP goals;
    - Regular mentor and candidate interactions, e.g. observation of the candidate's practice, video taping of the candidate, or observations of colleagues and peers.

11. Agree to use a candidate's ILP for the sole purpose of professional growth. The ILP is not designed to be used for evaluation for employment purposes.

12. Honor the confidentiality between the mentor and induction candidate.

13. Provide the program with the names of site administrators working with induction mentors and candidates, and release them to attend professional development in order to learn about the induction program and their individual roles and responsibilities.

14. Ensure that site administrators with induction candidates are aware of the shared responsibilities set forth in this agreement.

15. Employers, site administrators, candidates and mentors will provide the required evaluation data, including survey completion and demographic information, as requested by the Commission on Teacher Credentialing (CTC) and/or the TCSJ Induction Program.

The TCSJ Induction Program understands and agrees to the following:

1. *If appropriate*, invoice the district/employing agency the yearly program fee for each induction candidate based upon the amount each district/employing agency will support

   OR, establish a payroll plan for induction candidates who are paying the fee for induction

   - Candidates who enrolled in Induction in 2016–2017 and are moving into year two of induction
     - Option #1 - $2000 (induction only)
     - Option #2 – Additional $1000 per teacher (induction + 6 units of coursework toward masters)
   - Candidates who enroll in induction in 2017-2018
     - $2100 per teacher per year (induction only)
   - Year Two/ECO Candidates
     - Option #1 – $2100 per teacher per year (induction only)
     - Option #2 – Additional $1000 per teacher per year (induction + 6 units of coursework toward masters)
2. Provide the following professional development and training:
   - Initial and ongoing training for the mentor;
   - Individual Learning Plan (ILP) Seminar for the mentor and candidate;
   - Professional development for site administrators regarding induction and their role in the creation and support of the candidate and his/her ILP;
   - Required professional development, seminars and/or coursework for induction candidates that is tied to the implementation of their ILP.
3. Apprise candidates of the availability and criteria for the Early Completion Option (ECO) for "experienced and exceptional" candidates.
4. Apprise districts/employing agencies of:
   - A list of teacher candidates who need induction;
   - How mentors are meeting their roles and responsibilities;
   - Induction candidates who have met all induction requirements and are being recommended for their clear credential;
   - Induction candidates who have not met all of the requirements for induction and need additional time to complete induction;
   - Information on mentor and candidate matches that may be ineffective
5. Provide all program materials to both mentors and induction candidates.
6. Provide the following credential services:
   - Confirm the eligibility of teachers based upon the TCSJ Induction Enrollment Form;
   - Follow CTC protocols for recommending participating teachers for their clear credential.

~~Are you, any of your employees or sub-contractors, a CalSTRS or CalPERS retiree? ☐ Yes ☐ No~~

~~If yes, are they paid through a payroll system that reports to both CalSTRS and CalPERS? ☐ Yes ☐ No~~

TO BE COMPLETED BY THE EMPLOYING AGENCY:

Type of Educational Agency

☐COE ☐District ☐Charter ☐Private

CDS Code (7 or 14 digit) _____

Name of Agency: _____

Mailing Address: _____

Contact Person: _____

Telephone: _____ email: _____

The signatures below indicate that the educational agency has agreed to the conditions of the MOU and will act as co-sponsors:

Name of Approving Official: _____

Position/Title: _____

Signature of Approving Official: _____ Date: _____

Signature of TCSJ President: _____ Date: _____

Please complete the Co-Sponsor information (type or print) and return the entire document to:
Judene Violante. Please keep a copy for your records.
Emai: jviolante@sjcoe.net or
U.S. Mail: P.O. Box 213030 Stockton CA 95213