Teachers College of San Joaquin

2857 Transworld Drive
Stockton, CA 95206
www.teacherscollegesj.edu (209) 468-4926

San Joaquin County Office of Education
James A. Moustakas, County Superintendent of Schools

To: Nancie Castro
From: Diane Carnahan, Ed.D., President
(209)468-9155 Email: dcarnahan@sjcoe.net
Re: Induction Memorandum of Understanding

Enclosed is the Induction Memorandum of Understanding (MOU) for your school district Superintendent or Administrator designee 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. An Early Completion Option 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 credential document.

The responsibilities of the district or employing agency shall include 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. If a candidate is hired after January 1, 2017, the candidate may enroll in the induction program but must wait until the following academic school year to actually begin induction. These candidates should be matched with a mentor or peer for support.

3. Inform candidates who are responsible for paying the per year Induction Program Fee
   Year One Candidates - $2000 per teacher per year
   Year Two/ECO Candidates
   -Option #1 – $2000 per teacher per year – Induction Only
   -Option #2 – Additional $1000 per teacher per year (includes up to 6-8 units of TCSJ coursework)

4. Ensure that the candidate is paired with a mentor within 30 days of being enrolled in the TCSJ Induction program.
   - The mentor and candidate are to be matched according to 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 grade level and/or subject area
   - Mentors can provide support to more than one candidate

5. Mentors are selected based upon the following minimum requirements:
   - Knowledge of the context and the content area of the candidate's teaching assignment
   - Possession of a Clear Teaching Credential
   - Ability, willingness, and flexibility to meet candidate needs for support
   - Minimum of three years of effective teaching experience

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

7. Provide the TCSJ Induction Enrollment form to all new general education and educations specialist hires or recent TCSJ IMPACT intern graduates. Assist the candidate in submitting the form to TCSJ.

8. 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 TCSJ coursework as part of their ILP goals
   - The mentor to provide an average of not less than one our 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, observation of the candidate's practice, observations of colleagues and peers by the candidate, to name just a few.

9. Support that a candidate's ILP is designed and implemented for the sole purpose of professional growth and is not designed to be used for evaluation for employment purposes.

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

11. Employers, site administrators, candidates and mentors will provide the required evaluation data, including survey completion and demographic information, as requested by CTC and/or the Induction program.

12. Provide compensation to mentors for carrying out their roles and responsibilities.

The responsibilities of the TCSJ Induction Program shall include 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 monthly payroll deduction system for induction candidates who are paying the fee for induction

   Year One Candidates - $2000 per teacher per year

   Year Two/ECO Candidates

   -Option #1 – $2000 per teacher per year – Induction Only

   -Option #2 – Additional $1000 per teacher per year (includes up to 6-8 units of TCSJ coursework)

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
   - Mentors 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
   - Mentor and candidate matches that are 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

Please complete the Co-Sponsor Page (TYPE or PRINT) return the original Co-Sponsor page in the attached envelope. Please keep a copy for your records.

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San Joaquin County Office of Education
James A. Monteilhet, County Superintendent of Schools

Memorandum of Understanding: Co-Sponsor Page

TO BE COMPLETED BY THE PROGRAM SPONSOR:

Name of Program: TCSJ Induction Program

Name of Lead Educational Agency (LEA): Teachers College of San Joaquin/San Joaquin County Office of Education

Program Director: Diane Carnahan, Ed.D. Email: dcarnahan@sjcoe.net

Contact Person: Kathy Athey, Induction Coordinator

Telephone: 209-468-9190 FAX: 209-468-9124

Email: kathey@sjcoe.net

Signature of Program Director: Diane Carnahan Date: _____

TO BE COMPLETED BY EMPLOYING AGENCY:

Type of Organization:

COE _____ District _____ Charter _____ CDS Code (7 or 14 digits): _____

Name of Agency: _____

Mailing Address: _____

City, State, Zip: _____

Contact Person: _____

Telephone: _____

Email: _____

Co-Sponsor Authorized Participation Has Been Approved By:

Name of Approving Official: _____

Position/Title: _____

Signature of Approving Official _____

By signing this page, you are indicating that you understand and are willing to fulfill your roles and responsibilities regarding how to support the terms and conditions as outlined in this co-sponsor agreement.