Co-Sponsor Agreement

IMPACT INTERN PROGRAM

2020 – 2022 Academic Years

This agreement by and between Teachers College of San Joaquin IMPACT Intern Credential Program, hereinafter referred to as "TCSJ" (aka Program Sponsor) and the employing agency is for the purpose of setting forth the operative conditions which will govern this partnership. TCSJ is a CA Commission on Teacher Credentialing (CCTC) approved university teacher preparation program and is forming a partnership with the employing agency who hires interns as the teacher of record in employing agency schools.

Enclosed is a co-sponsor agreement for the employing agency official to sign and return. When hiring an intern, a co-sponsor agreement between an employing agency and a CA Commission on Teacher Credentialing (CCTC) approved Program Sponsor must be in place in order to comply with CCTC requirements. The Teachers College of San Joaquin (TCSJ) IMPACT Intern Credential Program is a department within the San Joaquin County Office of Education.

TERM

The effective dates of this Co-Sponsorship Agreement are for the academic years July 1, 2020-June 30, 2022. Either party may terminate this agreement by submitting written notice to the other party no later than 30 days prior to the start of the academic year.

GENERAL PARTNERSHIP AGREEMENTS:

Intern programs are the result of a partnership between the institution that prepares teachers (Program Sponsor) and the employer. The district or employing agency agrees that there is a need for teachers and that certificated employees will not be displaced when hiring interns.

1. The employing agency shall ensure that site administrators with employed interns are aware of the shared responsibilities set forth in this agreement.
2. The employing agency shall assign a representative (e.g. Assistant Superintendent or site Principal) to act as a contact person to the TCSJ IMPACT Intern Program.
3. The employing agency shall provide representation at Consortium meetings.
4. The employing agency ensures the intern candidate is a teacher of record in a minimum .5 FTE capacity fully aligned to credential being sought.
5. The employing agency assigns the intern a class that ensures the presence of students with exceptionalities and English learners.
6. The employing agency shall ensure the intern has access to classroom technology that can be used for educational purposes.
7. Intern assignments must enable the candidate to attend classes on time and complete the requirements of the TCSJ IMPACT Intern Program.
    a. To the extent possible, and in accordance with the educational agency bargaining unit guidelines, the educational agency agrees to assign minimal extra/co-curricular activities and/or provide early release to the intern.

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8. The employing agency shall respond to requests for evaluation data as requested by the CCTC and TCSJ IMPACT Intern Program, including survey completion, demographic and/or retention information.
9. TCSJ understands that the educational record of the teacher candidate, employed by an Employer, is protected by FERPA. As a result of the Co-Sponsor Agreement, the Employer is considered a school official with a legitimate educational interest in determining the professional responsibility of the teacher candidate. TCSJ agrees to protect the privacy of educational records, concerning any teacher candidate and will not transmit, share or disclose any such records without the teacher candidate's written consent, **except to other school officials who have a legitimate educational interest in the records. (34CFR§99.31)**

10. Interns who are admitted into the Teachers College of San Joaquin IMPACT Intern Credential Program must:
    a. Be employed as the teacher of record in an assignment that aligns with the credential being pursued (Mild/Moderate, Moderate/Severe, Early Childhood Special Education, Multiple Subject or Single Subject classroom);
    b. Complete TB testing and fingerprinting with the employing agency;
    c. Be employed in a setting where video capture is permitted for candidate reflection and Teaching Performance Assessments (TPAs);
    d. Be employed at a site with a fully qualified site administrator;
    e. Be employed as the teacher of record in a minimum .5 FTE capacity fully aligned to credential being sought;
    f. Be employed in a face-to-face instructional setting with the same group of students on a daily or weekly basis as determined by the master schedule;
    g. Provide all documents required by the CCTC and TCSJ IMPACT Intern Program;
    h. Be enrolled in the TCSJ IMPACT Intern Program.

PEER SUPPORT/COACHING & MENTORING:

Pursuant to California Education Code 44321, the supervision, mentoring and support of interns is the responsibility of both the Commission-approved teacher preparation program (Program Sponsor) and the employing agency.

Prior to an intern assuming daily teaching responsibilities, the employer must identify a peer coach/mentor . The peer coach/mentor may not be the intern's supervisor/evaluator and should be from the same site.

The combination of **employer-provided** support and mentoring, and program support and supervision (provided by TCSJ) to the intern must include the following:

1. A minimum of 144 hours of annual support/mentoring and supervision:
    a. Support may include but is not limited to weekly course planning of curriculum and assessments, coaching within the classroom, and problem-solving regarding student issues.
    b. A minimum of five hours per week of support/mentoring and guidance must be provided to an intern teacher by the employing agency.
    c. The program sponsor will provide opportunities to fulfill a portion of the 144 hours of general support needed each year.
    d. The program sponsor will provide the intern with procedures to document and monitor the CCTC required hours of mentoring and support from the employer and TCSJ IMPACT Intern Program.
    e. The intern will be responsible for documenting hours of support received.

2. An additional 45 hours of support/mentoring and supervision specific to meeting the needs of English learners shall be provided to an intern teacher unless the intern holds a CLAD, EL Authorization or has passed all sections of the CTEL Examination.
    a. The employing agency must identify an employee who will be immediately available to assist the intern with planning lessons that are appropriately designed and differentiated for English learners, for assessing language needs and progress, and for support of language accessible instruction through in-classroom modeling and coaching as needed.
    b. The identified coach/mentor ***may*** be the same peer coach/mentor that is providing general support and supervision provided that the individual possesses an English learner authorization and will be immediately available to assist the intern teacher in working with English learners.
    c. The program sponsor will provide opportunities to fulfill a portion of the 45 hours of support/mentoring and supervision specific to meeting the needs of English learners.
    d. The program sponsor will provide the intern with procedures to document and monitor the CCTC required hours of mentoring and support from the employer and TCSJ IMPACT Intern Program.
3. The employing agency must ensure that the peer coach/mentor satisfies the following minimum qualifications:
    a. Hold a valid corresponding Clear or Life credential in the content area he/she is supporting;
    b. Possess EL Authorization if responsible for providing specified EL support;
    c. Have three years of successful teaching experience**;**
    d. Agree to complete 10 hours of initial orientation and subsequent ongoing support, provided by the program.
4. Sufficient resources are to be provided, including the identification of protected time for employer-provided peer coach/mentor to work with the intern **within** the school day.
5. The employer determines the terms of employment for the peer coach/mentor and additional personnel. It is at the discretion of the employer to determine if the peer coach/mentor and/or additional personnel receive compensation and if so, compensation is the responsibility of the employer. The employer agrees to provide any substitute release time necessary to train the peer coach/mentor and for the peer coach to conduct observations if needed.
6. The employing agency shall honor the confidentiality between the intern and peer coach/mentor while monitoring the contact and effectiveness of the peer coach/mentor.
7. Issues regarding a peer coach/mentor will be addressed in a timely way, with a plan for intervention or reassignment, if necessary. The employing agency agrees to allow, after parent permission is granted, the Support Supervisor to observe Education Specialist candidates during an IEP meeting, or failing that, to debrief with a participating educational agency administrator who was present at a recent IEP meeting conducted by the candidate.

RESPONSIBILITIES OF EMPLOYING AGENCIES/DISTRICTS

The employing agency acknowledges that:

1. Candidates will pay tuition/fees during their enrollment in the program and, if appropriate, the employer will assist the TCSJ IMPACT Intern Program Student Account's office to establish monthly payroll deduction of tuition for the intern. Credential recommendations cannot be made if the candidate is not in "good financial standing". The employing agency is not responsible for non-payment by the intern.

2. No intern's salary may be reduced by more than 1/8 of its total to pay for supervision and/or support, and the salary of the intern shall not be less than the minimum base salary paid to a regularly certificated person. If the intern salary is reduced, no more than eight interns may be advised by one district support person. *Reference: Education Code Section 44462*.
3. The intern credential recommendation is jointly made between the employing agency and the TCSJ IMPACT Intern Program. Employment decisions, such as continuing employment and tenure decisions, are separate from credentialing decisions, and are at the sole discretion of the employing agency. In the instance when the employing agency, for whatever reason, no longer employs an intern candidate, the program sponsor will make the recommendation for the appropriate credential if the candidate has successfully completed the intern program.
4. Should a candidate not fulfill the completion requirements of the TCSJ IMPACT Intern Program, including timely payment of tuition, the program may drop the candidate , which we acknowledge may create employment issues for the employing agency. Program personnel will consult with appropriate educational agency staff and the candidate prior to this decision.
5. It is the district's responsibility to ensure candidates will be compensated for units earned in the program in the manner normally provided to all educational agency teachers.
6. Candidates will be evaluated annually by the employing agency.

RESPONSIBILITIES OF PROGRAM SPONSOR (TCSJ):

The responsibilities of the Program Sponsor, Teachers College of San Joaquin IMPACT Intern Program (San Joaquin County Office of Education), shall include the following:

1. Employment and assignment of qualified persons to teach courses and supervise candidates. Criteria include but are not limited to: a) current knowledge of the content; b) knowledge of the current context of public schooling including the California adopted content standards, frameworks and accountability systems; c) knowledge of diversity in society, including abilities, culture, language, ethnicity, and gender orientation; and d) demonstration of effective professional practices in teaching and learning, scholarship, and service.
2. Identification and assignment of a Support Supervisor and allocation of additional personnel if needed to provide on-site support for the intern. The TCSJ Support Supervisor will provide on-going direct support, including classroom observations, lesson planning, co-teaching and evaluation of teaching proficiency according to the program sponsor's requirements.
3. Providing appropriate orientation and training for the Support Supervisor and peer coach/mentor;
    a. The content of this orientation includes but is not limited to characteristics of coaching, expectations for time and frequency of visitations, developing an understanding of the Teaching Performance Expectations, and process for documenting observations and evaluations of intern.
4. Establishing effective and on-going communication with employing agency and TCSJ IMPACT Intern personnel (e.g. Support Supervisor, Program Evaluator, Program Coordinators, Program Director and President) as appropriate to ensure a successful teaching experience for the intern;
5. Providing all CCTC required coursework for the Preliminary Credential and assistance with questions or issues in regard to credentialing;

6. Processing appropriate documents with the CCTC for intern, preliminary, and clear (if appropriate) credentials for candidates.
7. In cooperation with the employing agency the program sponsor will counsel the intern candidate and develop a plan to complete the requirements to earn a credential in the content or specialty area of the intern credential.

INDEMNIFICATION:

TCSJ shall defend, indemnify and hold Employing Agency and it's officials, employees , and agents harmless from and against any and all liability, loss, expense, attorneys' fees, or claims for injury or damages arising out of the performance of this agreement, but only in proportion to and to the extent such liability, loss, expense attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of TCSJ, its officials, agents or employees.

Employing Agency shall defend, indemnify and hold TCSJ and its officials, employees, and agents harmless from and against any and all liability, loss, expense, attorneys' fees, or claims for injury or damages arising out of the performance of this agreement, but only in proportion to and to the extent such liability, loss, expense attorneys' fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of Employing Agency, its officials, agents or employees.

TO BE COMPLETED BY THE EMPLOYING AGENCY:

***For public schools, the Co-Sponsor Agreement can be with the district. For non-public schools and charter schools the co-sponsor agreement must be with the individual school.**

Type of Educational Agency

☐COE ☐District ☐Charter* ☐NPS*

CDS Code (7 or 14 digit) _____

Name of Agency: _____

Mailing Address: _____

Contact Person: _____

Telephone: _____ Email: _____

The signatures below indicate that both parties have agreed to the conditions of the Co-Sponsor Agreement and will act as co-sponsors for the 2020-2022 academic years (7/1/20 - 6/30/22):

Name of Approving Official: _____

Position/Title: _____

Signature of Approving Official: _____Date: _____

Signature of Educational Agency Board President (optional): _____Date: _____

Signature of TCSJ Director of IMPACT Credentials: _____ Date: _____

Signature of TCSJ President: _____ Date:_____

Please complete the Co-Sponsor information (type or print) and return the entire document to:

Crysol Salcedo
Email: csalcedo@sjcoe.net or
Fax: 209.468.9124 or
U.S. Mail: P.O. Box 213030 Stockton, CA 95213-9030

Candidates will not be admitted to the Teachers College of San Joaquin IMPACT Intern Credential Program without a current Co-Sponsor Agreement from the sponsoring educational agency on file.