Co-Sponsor Agreement

TEACHER INDUCTION PROGRAM

2020 – 2022 Academic Years

Enclosed is a co-sponsor agreement for your educational agency official to sign and return. Teachers College of San Joaquin's Teacher 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.

Terms of Agreement

The effective dates of this Co-Sponsor 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.

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 (this includes IMPACT graduates).

2. Provide instructions to candidates on how to locate and complete the TCSJ Teacher Induction Applications. Assist the candidate in submitting the applications to TCSJ.

3. If a candidate is hired after the end of the enrollment period, the candidate must still 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 within 30 days of their hire date. Such candidates need to meet with the TCSJ Induction Coordinator to develop an Individual Learning Plan (ILP) within 60 days of their hire date.

4. Continually update the district/employer Teacher Induction Spreadsheet which contains information needed to meet the Teacher Induction pre-conditions and program standards.

5. 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 (Mild/Moderate, Moderate/Severe, Early Childhood Special Education, Multiple Subject or Single Subject classroom);
   - Be employed in a setting where video capture is permitted for candidate reflection;
   - Be employed in a face--to--face instructional setting with the same group of students on a daily or weekly basis;
   - Be employed in a setting that ensures the presence of English Language Learners and students with special needs (California Standards for the Teaching Profession #3 - 3.6 Addressing the needs of English learners and students with special needs to provide equitable access to the content).

6. Apprise the TCSJ Induction Coordinator of any changes to a candidate's or mentor's status
    - employment status;
    - change in mentor/participating teacher pairing;
    - maternity leave;
    - paternity leave;
    - change in site;
    - change in assignment;
    - medical leave, etc.

    A change in a candidate's status could result in an extension of the candidate's program into the next school calendar year or withdrawal from the program if their setting does not meet the required components as described above in #5 or if their employment is terminated.

7. Inform candidates of who is responsible for paying the per year Induction Program Fee.

8. If a candidate withdraws from TCSJ's Induction Program prior to December 31, 50% of the program fee must be paid. However, if a candidate withdraws from the program after December 31, the full program fee is due.

9. 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.

10. 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.

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

12. 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 their ILP;
    - The candidate to attend coursework as part of their ILP goals;

- The mentor to provide an average of 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 their ILP goals;
- Regular mentor and candidate interactions, e.g. observation of the candidate's practice, videotaping of the candidate, or observations of colleagues and peers.

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

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

15. 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.

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

17. Apprise mentors and participating teachers if the district/employer allows the purchase of a maximum of twelve (12) TCSJ's Professional Learning Center (PLC) units for their participation in TCSJ's Teacher Induction Program.

18. 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. Provide the district/employing agency instructions on how candidates locate and complete the TCSJ Teacher Induction Applications.

2. Provide each district/employer with access to their Teacher Induction Spreadsheet that contains information needed to meet the Teacher Induction pre-conditions and program standards.

3. *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 payment plan for induction candidates who are paying the program fee.

4. Ensure that districts/employers have paired each participating teacher with a mentor according to credentials held, grade level and/or subject area within 30 days of enrolling in TCSJ's Induction Program. This also applies to any candidate who is hired after the end of the enrollment period.

5. Ensure that each participating teacher has developed an Individual Learning Plan (ILP) within 60 days of enrolling in TCSJ's Induction Program. This also applies to any candidate who is hired after the end of the enrollment period.

6. Provide the following professional development and training:
   - Initial and ongoing training for mentors;
   - Required professional development, seminars and/or coursework for induction candidates that is tied to the creation and implementation of their ILP;
   - Professional development for site administrators regarding induction and their role in the creation and support of the candidate and their ILP;
   - Required professional development, seminars and/or coursework for induction candidates that is tied to the creation and implementation of their ILP.

7. Apprise candidates of the availability and criteria for the Early Completion Option (ECO) for "experienced and exceptional" candidates.

8. Provide mentors and participating teachers the opportunity to purchase a maximum of twelve (12) Professional Learning Center (PLC) units for their participation in TCSJ's Teacher Induction Program.

9. Apprise districts/employing agencies of:
   - 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

10. Provide all program materials to both mentors and induction candidates.

11. Provide the following credential service:
    - Follow CTC protocols for recommending participating teachers for their clear 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 performance of 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 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:
Type of Educational Agency

☐COE ☐District ☐Charter ☐NPS ☐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 Co-Sponsor Agreement and will act as co-sponsors for the 2020-2022 academic years.

Name of Approving Official: _____

Position/Title: _____

Signature of Approving Official: _____ Date: _____

Signature of TCSJ Director of Graduate Studies: _____ Date: _____

Signature of TCSJ President: _____ Date: _____

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

Judene Violante
Email: jviolante@sjcoe.net or
Fax: 209.468.9124 or
U.S. Mail: P.O. Box 213030 Stockton, CA 95213-9030

Candidates will not be enrolled in Teachers College of San Joaquin's Teacher Induction Program without a current Co-Sponsor Agreement from the sponsoring educational agency on file.