Teachers College of San Joaquin

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

MEMORANDUM OF UNDERSTANDING
CO-SPONSOR/INTERN PARTICIPATING EDUCATIONAL AGENCY AGREEMENT

Enclosed is a co-sponsor agreement for your educational 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 housed within the San Joaquin County Office of Education.

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, as appropriate, 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 assigned to an area fully aligned to and authorized by the credential sought.
5. 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.
6. 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.
7. 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; full teaching assignment must be 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 and the employer. Per CCTC, employers are responsible for ensuring that the intern they have hired is supported. **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.

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 peer coach/mentor must meet 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, 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.
8. 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. If the TCSJ IMPACT Intern Program is unable to provide a Support Supervisor due to distance or any unforeseen circumstance, the employing agency shall identify an appropriate Support Supervisor and assume all expenses related to the position.
2. 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".
3. The credential recommendation is jointly made between the educational agency and the TCSJ IMPACT Intern Program. Employment decisions, such as continuing employment and tenure decisions, are separate from credentialing decisions. 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 educational agency. Program personnel will consult with appropriate educational agency staff and the candidate prior to this decision.
5. Candidates will be compensated for units earned in the program in the manner normally provided to all educational agency teachers.

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. Identification and assignment of a Support Supervisor and allocation of additional personnel if needed to provide on-site support for the intern;
2. 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.

3. 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;
4. Providing all CCTC required coursework for the Preliminary Credential and assistance with questions or issues in regard to credentialing;
5. Processing appropriate documents with the CCTC for intern, preliminary, and clear (if appropriate) credentials for candidates.

TO BE COMPLETED BY EMPLOYING AGENCY:

Type of Educational Agency:

☐COE ☒District ☐Charter CDS Code (7 or 14 digit) 3968544

Name of Agency: Jefferson School District

Mailing Address: 1219 Whispering Wind Dr

Contact Person: Nancie Castro

Telephone: 209-836-3388 email: ncastro@sjcoe.net

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: James W. Bridges

Position/Title: Superintendent

Signature of Approving Official: _____Date: _____

Signature of Educational Agency Board President (optional):

_____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 admitted to the Teachers College of San Joaquin IMPACT Intern Credential Program without a current MOU from the sponsoring educational agency on file.