

Santa Clara County Office of Education
And
Preparation Program for Inclusive Classrooms
(EPIC) Education Specialist Intern Program

Memorandum of Understanding
Districts Participating in EPIC Preliminary Intern Education
Specialist Credential Program

This is a memorandum of understanding between the **Santa Clara County Office of Education** (herein after referred to as SCCOE) and **Mountain View Whisman District** (herein after referred to as District).

Start Date: September 1, 2017 **End Date:** June 30, 2018

This memorandum of understanding is intended to define responsibilities of each party:

SCCOE EPIC Intern Program

SCCOE's California Commission on Teacher Credentialing (CCTC) approved Intern Education Specialist Program is two years in length. Candidates must fulfill 120 hours of pre-intern courses/field experiences prior to becoming an intern. Education Specialists must be employed as an intern and be teaching in a setting that allows them to meet the requirements of their education specialist credential during their second year of the program. Candidates must demonstrate competencies for an Education Specialist with a focus on working in Early Childhood Special Education (ECSE) or with students who are designated to have Moderate/Severe disabilities. Districts may only employ interns if they have not been able to fill their education specialist positions with qualified certificated education specialists.

1.0 District Responsibilities

1. Districts will:
 - a. Ensure they have exhausted all fully qualified candidates prior to hiring an intern to fill an open position.
 - b. Identify a District Support Provider (DSP) and allocate additional personnel if needed to provide on-site support for the intern.
 - c. Ensure that the participating candidate is paired with a District Support Provider within 30 days of being hired as an intern in a district program. Geographic proximity and grade level will be taken into consideration when pairing teachers.

- d. Ensure that the intern District Support Provider and additional personnel working with the intern possess a Clear or Life Credential in the same area as the intern, have a minimum of three years of successful teaching experiences, and have English Learner Authorization.
- e. Notify EPIC program of assigned District Support Provider including: name, phone and email for assigned SCCOE Coach/Supervisor.
- f. Provide a person with English Learner authorization who is immediately available to assist the Intern with instruction for English Learners (i.e. available for weekly course planning, coaching, problem solving, advisement on curriculum and teaching strategies as needed etc.). This person may be the District Support Provider if appropriate.
- g. Provide a designated time for the new Intern to meet with/work with the District Support Provider.
- h. Provide at least 100 hours of support annual rate of 2-4 hours per week that is prorated for Interns who begin the job after the beginning of the school year or who complete the credential program before the end of the school year. DSP to complete *Candidate Contract Form* (see appendix) during these meetings and provide intern with a copy.
- i. District Support Provider to meet with SCCOE coach and intern each quarter (fall, winter and spring) for a three way conference. Document visit by signing *the Individual Development Plan (IDP)* which the intern will develop, provide and discuss.
- j. Support the intern by providing professional development and other support services (see document *Appendix A Support and Supervision Model for Intern*) Intern will document the hours and type of contact and support provided.
- k. Provide up to three release days (one per quarter) for intern observations of exemplary inclusive programs who serve students with disabilities in inclusive settings with English Learners.
- l. Accept units earned by the participating candidate in the EPIC program as valid units towards progression on the salary schedule. (Each participating teacher intern candidate will earn up to 45 quarter units through SCCOE's Intern Program.)
- m. Pay the intern who is hired on the district's pay scale according to the district's regular teacher pay scale.

2.0 SCCOE Responsibilities

2. The SCCOE will:
 - a. Assign a SCCOE Coach/Supervisor within 30 days of enrollment in the EPIC intern program.
 - b. Notify district of assigned SCCOE Coach/Supervisory including: name, phone and email for assigned SCCOE Coach/Supervisor

- c. Provide appropriate orientation and training for the intern district support provider and additional personnel, including but not limited to characteristics of coaching, time and frequency of visitations, and process for documenting observations and evaluation of intern.
- d. Provide opportunities to fulfill the remaining 45 hours of support needed (see Appendix).
- e. For those interns who do not already have English Learner Authorization from a current California credential or passing score on an exam (CTEL), the Program Sponsor will provide opportunities to fulfill the 45 hours of English learner Support and Supervision Requirement specific to English Learners (i. e. seminars, observations, coaching, videos, online lessons, Google groups and reflection on EL research/professional literature etc. (Appendix).
- f. Be responsible for establishing effective and on-going communication with employing agency and SCCOE EPIC Intern personnel (e.g. SCCOE Intern Coach/Supervisor, Director, Coordinator) as appropriate to ensure a successful teaching experience for the intern.
- g. Be responsible for providing the intern with procedures to document and monitor the California Commission on Teacher Credentialing (CCTC) required hours of coaching and support from the employer and SCCOE EPIC Intern Program (Appendix A, B &C).
- h. Provide all CCTC required coursework for the Preliminary Credential and assistance with credentialing issues.
- i. Provide a SCCOE Supervisor/Coach who will provide twice monthly visits, feedback and observations for interns.
- j. Provide a SCCOE Supervisor/Coach who will coordinate meetings with District Support Provider on a regular basis to ensure adequate support is provided to the intern.
- k. Provide information and paperwork for the candidate to apply for the Intern Credential (through the SCCOE Credential Services office);
- l. Provide documentation for the intern credential application that indicates the candidate meets all requirements for the intern credential.
- m. Coordinate a joint District Support Provider and/or SCCOE Coach meeting a minimum of three times a year with intern for a three way conference.
- n. Document the hours and type of contact and support provided to the Intern by completing the Support Provider Contact Form (Appendix B).
- o. For each contact or visit, provide the Intern with a copy of the form and at the end of each month, submit the contact forms to the EPIC Program for documentation.

We look forward to providing highly qualified teacher interns to meet your needs.

Note: Candidates will not be placed as an intern in a district program without a current MOU from the sponsoring district/program on file. District must also do their due diligence in hiring a qualified certificated education specialist, prior to hiring an intern.

3.0 Articulation of Resources

Intern candidates will be responsible for their tuition to the SCCOE EPIC Program.

4.0 Insurance/ Hold Harmless

- 4.1 Insurance: SCCOE and District shall maintain a certificate of insurance in the business office of each respective office.
- 4.2 Indemnity: SCCOE and District shall be held harmless from and against any and all claims arising from a default in the performance of any obligation of the memorandum of understanding.

5.0 Termination

5.1 Either District or SCCOE may terminate this Agreement with or without cause upon thirty (30) days advance written notice to either party.

By: _____
Signature of Authorized SCCOE Official

Name: Norma Martinez-Palmer
Credentialing Programs

Date: ____/____/____

Address: 1290 Ridder Park Drive____
San Jose, CA 95131_____

Phone: (408) 453-4255

Email: Norma_Martinez-Palmer@sccoe.org

By: _____
Signature of Authorized District Official

Name: _____

Date: ____/____/____

Address: _____

Phone: _____

Email: _____