



## Memorandum of Understanding

This Memorandum of Understanding (MOU) sets forth the terms and understanding between the **Mt. Diablo Unified School District (MDUSD)** and **San Diego State University (SDSU)** regarding activities related to the supervision of administrators (“Inductees”) to the **Tier II Clear Administrative Services Credential Induction Program** for two academic years beginning September 1, 2017 to June 30, 2019.

MDUSD will appoint an Induction Coordinator and one Coach for every three (3) inductees seeking admission to the program. The SDSU Administrative Induction program is a two year program with an Equity Coaching focus. MDUSD, in conjunction with the **California Professional Standards for Educational Leaders (CPSELs)**, will work with our new administrators and tailor professional development requirements to clear their Tier II Professional Clear Administrative credential. MDUSD would like to pilot this two year program.

### ARTICLE 1

#### RESPONSIBILITIES OF THE UNIVERSITY

1. San Diego State University is responsible for collaborating with the MDUSD Induction Coordinator to ensure that the fieldwork is in compliance with the policies, regulations, and standards of the California Professional Standards for Educational Leaders.
2. SDSU is responsible for ensuring that each inductee is eligible for fieldwork and agrees to enroll each inductee in two field work courses during the two year program: EDL680 and EDL760. The inductee is also required to complete 80 hours of professional Development of mentorship coaching during the two year program. All professional development by the inductee must be in alignment to the induction plan (See Attachments A-F)
3. SDSU will inform Inductees that they must enroll in 2 field Work Courses at SDSU during the two year period. EDL680 and EDL760.
4. SDSU will inform Inductees that they shall function within the policies of the university.
5. SDSU will inform Inductees that they shall keep a log of progress notes of fieldwork experiences and meet with all other course requirements as described in their induction plan

### ARTICLE 2

#### RESPONSIBILITIES OF THE DISTRICT

1. The District Induction coordinator will serve as the liaison between SDSU and MDUSD with respect to the inductees and their fieldwork placement in the district. An induction plan is established by the MDUSD Coach and inductee. The plan is monitored regularly by the MDUSD Induction coach and the MDUSD Induction Coordinator.
2. MDUSD will provide an Induction Coordinator to facilitate the Induction program, work with coaches, monitor MDUSD Inductees and work in collaboration SDSU Educational Leadership. The Induction Coordinator, in concert with district leadership, will provide a comprehensive professional development program for each inductee highlighting diverse experiences in preparation for their careers as successful school site administrators.
3. An Induction Coordinator and Induction Coach will provide inductees with individualized, job-embedded experiences that will allow them to complete 4-6 hours per month of work during their field work

experience, through a blended model of one-on-one expert coaching, monthly network/cohort meetings and rich professional learning opportunities. (Please see attachments A-F)

4. Induction Coaches will support Inductees using CPSEs (Please see attachment D) to assess their level of competency in becoming educational leaders who promote the success of all students by establishing:
  - a) Vision and Learning that is shared and supported by the school community
  - b) A school culture and instructional program conducive to student learning and staff professional growth
  - c) Management of organization, operations and resources for safe and effective learning environments
  - d) A process to collaborate with families and community members... responding to diverse community needs and mobilizing community resources
  - e) A personal code of ethics and developing leadership capacity
  - f) An understanding of their influence on larger political, social, economic, legal and cultural issues
  
5. Each Induction Coach, with support of the Induction Coordinator, will have the following responsibilities as part of his or her supervision of inductees:
  - a) The induction coach will schedule and provide a minimum of 1 hour of direct face-to-face support each week.
  - b) The Induction Coach will work with the each inductee on their Individual Induction Plan.(See attachment F)
  - c) The Induction Coach will review and sign each entry from the Inductees' log and note progress, reflections and accomplishments. (See attachment E)
  - d) The Induction Coach will provide monthly on-site observations and individual mentoring of the inductee based on the individual induction plan.
  - e) The Induction Coach will hold a valid administrative credential appropriate to the role and function of the duties being performed by the inductee.
  - f) The Induction Coach will provide a summative review for each inductee in advance of the required exit interview

To enter the Induction program applicants must complete the admission requirements, and an Individual Induction Plan (Please see attachment F).

6. MDUSD shall inform Inductees that they must pay an annual \$1500 administrative fee.
7. MDUSD shall inform Inductees that they must commit to working in MDUSD for three years including the time to clear their Tier 2 credential.
8. MDUSD shall inform Inductees that they shall function within the policies of the district.
9. MDUSD shall inform Inductees that they shall participate fully, positively and professionally in all fieldwork experiences.

### **Article 3 Articulation of Resources**

1. The term of this MOU will begin September 1, 2017 and extending until June 30, 2019.
2. During the time the MOU is in effect, the parties may amend the terms of the MOU to improve effectiveness and technical assistance. The amendments shall be in writing.
3. Unless otherwise stipulated, any amendments to this MOU will take effect when signed by SDSU and MDUSD.

**Article 5**  
**Shared Responsibilities of the SDSU and MDUSD**

1. Both SDSU and MDUSD are committed to ensuring that each inductee receives a diverse professional learning experience.
2. Neither SDSU nor MDUSD will discriminate on the basis of race, color, creed, age, national origin, ore sex, nor will either party discriminate on the basis of handicap under section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.
3. MDUSD may terminate an unsatisfactory inductee for cause. SDSU may refuse academic credit for unsatisfactory performance. Any such actions by either party should be coordinated and the Inductee must be granted due process under MDUSD and SDSU policies and procedures.

**Article 6**  
**Insurance/Hold Harmless**

1. Insurance: MDUSD shall procure and maintain General Liability Insurance, comprehensive or commercial form with \$1,000,000.00 minimum limit for each Occurrence and minimum limit of \$2,000,000.00 General Aggregate, as mutually agreed upon for this placement. The California State University system has elected to be insured for its General Liability exposure through the self-insured CSU Risk Management Authority. The State of California has elected to be self-insured for its vehicle liability and Workers' Compensation and property exposures. As a State agency, the California State University, Office of the Chancellor, the Trustees, and the CSU system of campuses are included in this self-insured program. SDSU and MDUSD shall maintain a certificate of insurance in the business office of each respective office.
2. Indemnity MDUSD shall be responsible for damages caused by the negligence of its directors, officers, agents, employees and duly authorized volunteers occurring in the performance of this agreement. SDSU shall be responsible for damages caused by the negligence of its directors, officers, employees and duly authorized volunteers occurring in the performance of this agreement. It is the intention of MDUSD and SDSU that the provision of this paragraph be interpreted to impose on each party responsibility for the negligence of their respective directors, officers, employees and duly authorized volunteers.
3. No employee is obligated to clear their administrative services credential with MDUSD and/or SDSU.
4. Students shall at no time throughout this agreement be considered officers, employees, agents or volunteers of the University.
5. MDUSD is grateful for the collaborative assistance of SDSU in preparing our administrators for success as instructional leaders.

By: \_\_\_\_\_  
Signature of Authorized SDSU Official

By: \_\_\_\_\_  
Signature of Authorized MDSUD Official

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Signature of Acknowledgement - Educational Leadership

Name: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Signature of Acknowledgement - College of Education

Name: \_\_\_\_\_

Date: \_\_\_\_\_

*Original document must be signed by all parties and forward to:*

*Mt. Diablo Unified School District  
Willow Creek Center/ Equity Department  
1026 Mohr Lane  
Concord, CA 94531*