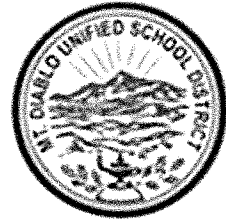




SAN DIEGO STATE
UNIVERSITY



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 annually: EDL680 and EDL760. An application for induction form with 80 hours of professional Development is required for two years. All professional development by the inductee must be in alignment to the induction plan (See Attachments A-F)
3. 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. The University, in collaboration the MDUSD Induction Coordinator, will recommend the Inductee to the California Commission on Teacher Credentialing (CCTC).

ARTICLE 2

RESPONSIBILITIES OF THE DISTRICT

1. MDUSD will provide an Induction Coordinator to facilitate the Induction program, work with coaches, monitor MDUSD Inductees and work in collaboration with 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.
2. 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)

3. Induction Coaches will support Inductees using CPSELs (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

4. 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).

Article 3 Articulation of Resources

1. The term of this MOU will begin September 1, 2017 through 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 4 Inductee Responsibilities

1. MDUSD Inductees must enroll in 2 field Work Courses at SDSU each year. EDL680 and EDL760.
2. MDUSD Inductees must pay an annual \$1500 administrative fee.
3. MDUSD Inductees must commit to working in MDUSD for three years including the time to clear their Tier 2 credential.

4. Each Inductee will function within the policies of the district and the university.
5. Each Inductee will participate fully, positively and professionally in all fieldwork experiences.
6. Each inductee will keep a log of progress notes of fieldwork experiences and meet with all other course requirements as described in their induction plan.

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, or 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: SDSU and MDUSD shall maintain a certificate of insurance in the business office of each respective office.
2. Indemnity: SDSU and MDUSD 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.
3. No employee is obligated to clear their administrative services credential with MDUSD and/or SDSU.
4. 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: _____

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*



MT. DIABLO UNIFIED SCHOOL DISTRICT REQUEST FOR CERTIFICATE OF INSURANCE

Please Check the Appropriate Box (only one) and Complete All the Information Below

- An Agreement, Contract, MOU, Field Use Form, etc. ("contract") has been reviewed and approved by the site administrator (by writing a note in the margin of the original) and signed by the Assistant Superintendent of Elementary Education or the Associate Superintendent of Educational Services (secondary). A copy of the signed contract is attached. I understand the Certificate of Insurance will **not** be issued without the approval of the site administrator and signature of Assistant or Associate Superintendent.
- This Certificate of Insurance Request does not require the City, College, Business, Group, etc. to be listed as additionally insured. They only require that we provide proof of insurance.

A copy of the Certificate of Insurance will be faxed and the original mailed directly to the City, College, Business, Group, etc. requiring the certificate.

Date(s) of Use or Event: On-going	Hours/Time of Event:
Name/Type of Event: MOU with San Diego State University for Tier II Clear Administrative Services Credential Induction Program	
District Sports Team, Club or Group Name and Contact Information (phone and/or email address):	
District Grade Levels Participating or Freshman, JV or Varsity:	
City, College, Business, Group, etc. Requiring a Certificate from the District: San Diego State University	
Mailing Address to Send Certificate: send to Denise Larkins, Personnel Services, Mt. Diablo USD	
Contact Name at City, College, Business, Group, etc. Requiring the Certificate: Dr. Douglas Fisher	
Fax Number for City, College, Group, etc. Requesting the Certificate: () send to Denise Larkins, Personnel Services	

Approved By: _____
PRINCIPAL/SITE ADMINISTRATOR SIGNATURE

PRINT NAME OF PRINCIPAL/SITE ADMINISTRATOR

Fax OR Pony this form with required attachments to:
(choose only one option)

Fax: (925) 680-2505
Pony: Office of General Counsel, Dent Center