

## Co-Sponsor Agreement

### **PRELIMINARY ADMINISTRATIVE SERVICES INTERN CREDENTIAL PROGRAM**

**2018 – 2020 Academic Years**

Enclosed is a co-sponsor agreement for your educational agency official to sign and return.

The two parties, mutually agree to the following terms and conditions:

**I. SERVICES PROVIDED BY TEACHERS COLLEGE OF SAN JOAQUIN/SAN JOAQUIN COUNTY OFFICE OF EDUCATION (TCSJ/SJCOE):**

- A. Provide a Program Coordinator for the Administrative Services Credential Program and communicate with the designated district contact person (typically Human Resources);
- B. Provide ongoing support and advisement for administrative interns throughout the program, including a coach for the administrative intern;
- C. Provide program information, training and support to the TCSJ administrative intern's coach;
- D. Collaborate with the administrative intern's evaluator in evaluating the intern's growth and progress;
- E. Process the Administrative Intern Credential for the intern enrolled in the preliminary administrative services program at TCSJ/SJCOE;
- F. Process Preliminary Administrative Credential for the intern successfully completing the administrative services program at TCSJ/SJCOE.

**II. SERVICE PROVIDED BY DISTRICT:**

- A. Collaborate with the TCSJ/SJCOE Program Coordinator to evaluate the intern's progress;
- B. Comply with TCSJ's CA Commission on Teaching Credentialing approved Administrative Services Credential Program Standards;
- C. Assign a contact person to communicate with TCSJ/SJCOE representatives as needed.

**III. TERMS OF AGREEMENT:**

This agreement will be in effect from July 1, 2018 and will expire June 30, 2020.

**IV. COMPENSATION:**

N/A

**V. CERTIFICATION OF NON-EMPLOYEE STATUS:**

- A. Teachers College of San Joaquin/San Joaquin County Office of Education certifies that at all times TCSJ/SJCOE is acting as an independent contractor and not as employee of the district;

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B. Teachers College of San Joaquin agrees to make no claim against the district for any vacation, sick leave, retirement benefits, social security, medical benefits, workers' compensation benefits, unemployment benefits or any other benefits usually provided to employees and expressly agrees that TCSJ/SJCOE is not entitled to any such benefits.

**VI. TEACHERS COLLEGE OF SAN JOAQUIN/SAN JOAQUIN COUNTY OFFICE OF EDUCATION  
RIGHT OF RETENTION:**

TCSJ shall become the owner of and entitled to exclusive possession of all records, documents, graphs, photographic or other reproduction of any kind produced in the scope of services performed and no other used thereof will be permitted except by permission of TCSJ/SJCOE. Proprietary materials will be exempted from this clause.

**VII. LIABILITIES:**

TCSJ/SJCOE shall defend, indemnify, and hold the district, its officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable 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 the district, its officers, employees, or agents.

The district shall defend, indemnify, and hold TCSJ/SJCOE its officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable 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/SJCOE its officers, employees, or agents.

Is the district employee/s providing services to the district Administrative Services Candidate a retiree?

Yes     No     N/A

If yes, are they being paid through a payroll system that reports to both CalSTRS and CalPERS?

Yes     No     N/A

**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 2018-2020 academic years (7/1/18 - 6/30/20):**

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](mailto:jviolante@sjcoe.net) or**  
**Fax: 209.468.9124 or**  
**U.S. Mail: P.O. Box 213030 Stockton, CA 95213-9030**