



Preliminary Administrative Services Credential Program

Co-Sponsor Agreement 2022 – 2024 (Academic Years)

This agreement, by and between Teachers College of San Joaquin’s Preliminary Administrative Services Credential Program, hereinafter referred to as “TCSJ” (aka Program Sponsor), and the employing agency for the purpose of setting forth the operative conditions which will govern this partnership. TCSJ is a CA Commission on Teacher Credentialing (CCTC) approved university administrative preparation program and is forming a partnership with the local educational agency who supports candidates in fieldwork as a component of the Preliminary Administrative Services Credential program.

Terms of Agreement:

The effective dates of this Co-Sponsorship Agreement are for the academic years July 1, 2022 - June 30, 2024. Either party may terminate this agreement by submitting written notice to the other party.

General Partnership Agreements:

- A. TCSJ understands that the educational record of the administrator candidate, employed by an educational agency, is protected by FERPA. As a result of the Co-Sponsor Agreement, the local education agency has a legitimate educational interest in determining the professional responsibility of the preliminary administrator candidate. TCSJ agrees to protect the privacy of educational records concerning any preliminary administrator candidate and will not transmit, share, or disclose any such records without the candidate’s written consent, **except to other school officials who have a legitimate educational interest in the records. (34CFR§99.31);**
- B. Candidates enrolled in the Preliminary Administrative Services Credential Program must:
 - a. Be employed in or have access to a setting where video capture is permitted for candidate reflection and completion of the California Administrative Performance Assessments (CalAPAs).

Responsibilities of Program Sponsor, Teachers College of San Joaquin (TCSJ):

The Teachers College of San Joaquin (TCSJ) Preliminary Administrative Services Credential program acknowledges and agrees to:

- 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 candidates throughout the program;
- C. Provide program information, training, and support to fieldwork supervisors;
- D. Assign fieldwork placements in collaboration with participating district;
- E. Collaborate with fieldwork supervisors in supporting the candidate’s growth and achievement;
- F. Process the Preliminary Administrative Services Credential or Certificate of Eligibility for candidates who successfully complete the administrative services program at TCSJ.

Responsibilities of District:

The employing district acknowledges and agrees to:

- A. Collaborate with the TCSJ Program Coordinator to identify and select fieldwork supervisor(s) for the district candidate(s);
- 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.



Compensation:

Candidates in this program are required to spend twelve (12) days throughout the course of the school year working as a “student administrator” at a school site in their district, or partner district. The TCSJ/SJCOE program will bear the cost of the substitute (not to exceed \$150.00 per day) for candidates through reimbursement to the district.

Certification of Non-Employee Status:

- A. Teachers College of San Joaquin (TCSJ) certifies that at all times TCSJ is acting as an independent contractor and not as employee of the district;
- B. TCSJ 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.

TCSJ 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. Proprietary materials will be exempted from this clause.

Indemnification

TCSJ shall defend, indemnify and hold the Employing Agency and its officials, employees, and agents harmless from and against any and all liability, loss, expense, 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, its officials, agents or employees.

Employing Agency shall defend, indemnify and hold performance of TCSJ and its officials, employees, and agents harmless from and against any and all liability, loss, expense, attorneys’ fees, or claims for injury or damages arising out of the 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 Employing Agency, its officials, agents or employees.

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 2022-2024 academic years.

Name of Approving Official: _____

Position/Title: _____

Signature of Approving Official: _____ Date: _____

Signature of TCSJ Program Coordinator: _____ Date: _____

Signature of TCSJ President: _____ Date: _____

If you have any questions, please email:

Administrative Services Coordinator

Danielle Daubin, M.Ed.

Email: ddaubin@sjcoe.net

Graduate Studies Support

Judene Violante

Email: jviolante@sjcoe.net

Candidates will not be enrolled in Teachers College of San Joaquin's Preliminary Administrative Services Program without a current Co-Sponsor Agreement from the sponsoring educational agency on file.