



Preliminary Administrative Services Intern Credential Program

Co-Sponsor Agreement 2022 - 2024 (Academic Years)

This agreement, by and between Teachers College of San Joaquin's Preliminary Administrative Services Intern 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 employing agency who hire interns as the administrator of record in employing agency schools.

Enclosed is a co-sponsor agreement for the employing agency official to sign and return. When hiring an intern, a co-sponsor agreement between an employing agency and a CA Commission on Teacher Credentialing (CCTC) approved Program Sponsor must be in place to comply with CCTC requirements. Teachers College of San Joaquin (TCSJ) is a division within the San Joaquin County Office of Education.

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 Employer is considered a school official with a legitimate educational interest in determining the professional responsibility of the preliminary administrator intern 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.** Interns enrolled in the Preliminary Administrative Services Intern Credential Program must:
 - a. Be employed in a setting where video capture is permitted for candidate reflection and completion of the California Administrative Performance Assessments (CalAPAs);
 - b. Be employed in a setting that will enable the candidate to demonstrate mastery of all California Administrative Performance Expectations (CAPEs);
 - c. Be enrolled in the TCSJ Preliminary Administrative Services Intern Credential Program.

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

The Teachers College of San Joaquin (TCSJ) Preliminary Administrative Services Intern 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 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 supporting the intern's growth and progress;
- E.** Process the Administrative Intern Credential for the intern enrolled in the preliminary administrative services program at TCSJ;



- F. Process the Preliminary Administrative Credential for the intern upon successful completion of the administrative services program at TCSJ.

Responsibilities of District:

The employing district acknowledges and agrees to:

- 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 Preliminary Administrative Services Credential Program Standards;
- C. Assign a contact person to communicate with TCSJ/SJCOE representatives as needed;
- D. Ensure the intern candidate is an administrator of record in a minimum .5 FTE capacity;
- E. Enable the candidate to attend TCSJ classes on time (5:00pm start) and complete the requirements of the TCSJ Preliminary Administrative Services Intern program.

The employing district acknowledges the following:

- F. Should a candidate not fulfill the completion requirements of the TCSJ Preliminary Administrative Services Intern Program, including timely payment of tuition, the program may drop the candidate, which we acknowledge may create employment issues for the employing agency. Program personnel will consult with appropriate educational agency staff and the candidate prior to this decision.
- G. Candidates will pay tuition/fees during their enrollment in the program and, if appropriate, the employer will assist the TCSJ Student Accounts Office to establish monthly payroll deduction of tuition for the intern. Credential recommendations cannot be made if the candidate is not in “good financial standing”. The employing agency is not responsible for non-payment by the intern.
- H. All university provided coaches are employees of the San Joaquin County Office of Education and have appropriate clearances (TB & fingerprints) for educational settings. If additional clearance is required, the employing agency will assume the related costs.

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 Intern Program without a current Co-Sponsor Agreement from the sponsoring educational agency on file.