

Solano/North Bay/Contra Costa Teacher Intern Program
Contra Costa County Office of Education
Mentor Coach/Peer Support Provider
MEMORANDUM OF UNDERSTANDING
2008-2009

I agree to participate in the Solano/North Bay/Contra Costa Teacher Intern Program as a Mentor Coach/Peer Support Provider assigned to provide collegial assistance and support to a Teacher Intern. I understand the importance of my role in the development of the Teacher Intern as he/she progresses towards the completion of his/her teacher preparation program, culminating in a Preliminary/Level I Credential.

As a Mentor Coach/Peer Support Provider, I verify that I meet the following selection criteria:

1. Classroom teaching experience of no less than three (3) years, preferably in the grade/subject to which the Teacher Intern is assigned
2. Knowledge and understanding of, or willingness to learn, the Teaching Performance Expectations (TPE), Teacher Performance Assessments (TPA's), and the California Standards for the Teaching Profession (CSTP)
3. Possession of a valid California teaching credential
4. Sufficient time and commitment to fulfill the responsibilities of a Mentor Coach/Peer Support Provider

The Site Mentor Coach/Peer Support Provider agrees to:

1. Maintain confidentiality and discretion about teacher participants, as this establishes trust, which is a primary requirement.
2. Provide appropriate technical assistance in the classroom to new teachers and provide informational materials, resources and emotional support necessary for the success of new teachers.
3. Be a positive role model and establish a confidential and collaborative professional relationship with the Teacher Intern, meeting on a regular basis to sustain and enhance trust and professional growth, and meet with Teacher Intern formally, approximately one hour per week.
4. Participate in Teacher Intern and Mentor Coach Orientation on Wednesday, October 14, 2008, or Tuesday, November 3, 2008 - ***Dates are subject to change, always verify dates beforehand.***
5. Participate in three (3) two-hour Mentor Coach/Peer Support Provider training sessions during the 2008 - 2009 school year (Nov. 17, 2008 or Dec. 2, 2008, Jan. 12, 2009 or Jan. 29, 2009, March 12, 2009 or March 24, 2009 at Contra Costa County Office of Education) - ***Dates are subject to change, always verify dates beforehand.***
6. Assist the Teacher Intern in collecting and analyzing evidence of his/her teaching performance through observation, reflection, and examination of the Teacher Intern's short-term and long-term planning, instructional delivery, assessment processes, attention to engagement and inclusion of all students, classroom interactions, parent communication, and other professional responsibilities.
7. Utilize ½ day release time provided by the program or district to do a classroom observation(s) of the Teacher Intern, and to facilitate/arrange observations by the Teacher Intern of other classrooms/teachers.
8. Provide assistance and feedback to the Teacher Intern on identified areas of strength and identified areas for growth as they pertain to the Teaching Performance Expectations (TPE) and Teacher Performance Assessments (TPA's).

9. Meet with the Teacher Intern and the University Field Supervisor in a three-way conference to discuss progress of the Teacher Intern (if possible).
10. Complete and submit all documentation and paperwork as requested by the Solano/North Bay/Contra Costa Teacher Intern Program, including, but not limited to, personal contact information, collaborative logs, program evaluation form and complete on-line CTC State Mentor Coach Survey in a prompt and timely manner.
11. Attend Teacher Intern/Mentor Coach Culmination Event, Wednesday, May 28, 2009.

In consideration for the services provided by the Mentor Coach/Peer Support Provider, the Solano/North Bay Teacher Intern Program agrees to:

1. Provide training and assistance to Mentor Coach/Peer Support Providers to enhance their confidence and effectiveness as mentors to Teacher Interns
2. Provide a stipend of one thousand dollars (\$1,000.00) per academic year (pro-rated per month) to SCOE Teacher Mentor Coaches/Peer Support Providers, upon verified completion of responsibilities. (Deductions may be taken should the Mentor Coach/Peer Support Provider miss required professional trainings.)
3. Reimburse school/district for the actual cost of a substitute (up to \$65) to allow for release time for the Mentor Coach/Peer Support Provider to observe, coach and provide collaboration to the Teacher Intern

Other Considerations and Disclosures

At the end of the school year, the Teacher Intern will evaluate the support provided by the Teacher Intern Mentor Coach/Peer Support Provider. Completed evaluations are available to the Teacher Intern Mentor Coach/Peer Support Provider upon request.

If a Teacher Intern and Mentor Coach/Peer Support Provider experience difficulty in establishing a collegial and productive working relationship, they may individually or jointly contact the Solano/North Bay/Contra Costa Teacher Intern Program Director for assistance: Cheryl Lynn de Werff, Ed.D., (707) 399-4445, cdewerff@solanocoe.net

Mentor Coach/Peer Support Provider (*please print name*)

Street Address _____ City/State/Zip _____

Work Phone: _____ Cell Phone: _____

Home Phone: _____

Home Email	Work Email
(Required): _____	(Required) _____

Mentor Coach/Peer Support Provider (<i>Signature</i>)	Date
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Director, Solano/North Bay Teacher Intern Program (<i>Signature</i>)	Date
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Name of Assigned Teacher Intern(s): _____
(Please Print)