TEACHERS COLLEGE
of SAN JOAQUIN
2721 Transworld Drive, Stockton CA 95206

Preliminary Administrative Services Credential Program

Co-Sponsor Agreement

2024 – 2026 (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 California Commission on Teacher Credentialing (CCTC) approved university administrative preparation program and is forming a partnership with the local education 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-Sponsor Agreement are for the academic years July 1, 2024 - June 30, 2026. 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 candidate in the Preliminary Administrative Services Credential program, employed by an education agency, is protected by The Family Educational Rights and Privacy Act (FERPA). As a result of this 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 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 Administrator Performance Assessments (CalAPAs).

Responsibilities of the 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 the CCTC-approved Administrative Services Credential Program Standards;

C. Assign a contact person to communicate with TCSJ representatives as needed (listed at the bottom of this Co-Sponsor Agreement).

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 a partnering district. The TCSJ program will reimburse the candidate's district for the cost of a substitute (up to $150.00 per day). Candidates submit logs of their fieldwork days at the end of the semester. Thereupon, TCSJ will send notification to the district for reimbursement.

Certification of Non-Employee Status:

- **A.** Teachers College of San Joaquin 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 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 created in the scope of services performed. No other use will be allowed except with permission from 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

☐ County Office of Education ☒ District ☐ Charter Organization ☐ Non-Public School ☐ Private School

CDS Code (7 or 14 digit) 39685440000000

Name of Agency: Jefferson Elementary School District

Mailing Address: 1219 Whispering Wind Dr. Tracy, CA 95377

Contact Person: Emily Stroup

Telephone: 209.836.3388 Email: estroup@jsdtracy.com

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 2024-2026 academic years.

Name of Approving Official: James W Bridges

Position/Title: Superintendent

Signature of Approving Official: _____ Date: _____

Signature of TCSJ Program Coordinator: _____ Date: _____

Signature of TCSJ Program Coordinator: _____ Date: _____

Signature of TCSJ President: _____ Date: _____

If you have any questions, please contact:

Administrative Services Coordinator	**Administrative Services Coordinator**	**Graduate Studies Support**
Myra Gardea-Hernández, Ed.D.	Anne-Marie Mason, M.Ed.	Sonnette Anderson
mgardeahernandez@sjcoe.net	anmason@sjcoe.net	sganderson@sjcoe.net
209-468-9190	209-468-9172	209-953-2126

Candidates will not be provided a fieldwork placement as part of their program standards without a current signed Co-Sponsor Agreement on file.