Preliminary Administrative Services Intern 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.

When hiring an intern, a co-sponsor agreement between an employing agency and a CCTC-approved Program Sponsor must be in place to comply with CCTC requirements. Teachers College of San Joaquin is a division within the San Joaquin County Office of Education.

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. Interns enrolled in the TCSJ 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 Administrator Performance Assessments (CalAPAs);

b. Be employed in a setting that will enable the candidate to demonstrate beginning mastery of all California Administrator Performance Expectations (CAPEs).

Responsibilities of the 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 Program Coordinator to evaluate the intern's progress;
- **B.** Comply with the CCTC-approved Preliminary 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);
- **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) for the completion of requirements for the TCSJ Preliminary Administrative Services Intern program.
- **F.** Should a candidate not meet the 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 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

An Administrative Services Intern Credential will not be processed without a current signed Co-Sponsor Agreement on file.