

RIVERSIDE COUNTY SUPERINTENDENT OF SCHOOLS
3939 Thirteenth Street
Riverside, California 92502

**MEMORANDUM OF UNDERSTANDING FOR EDUCATION SPECIALIST DISTRICT INTERN
PROGRAM**
Center for Teacher Preparation

This three (3) year Memorandum of Understanding (MOU) is entered into by and between the **Riverside County Superintendent of Schools**, hereinafter referred to as “SUPERINTENDENT,” and **Redlands Unified School District**, hereinafter referred to as “EMPLOYING AGENCY”, each being a “Party” and collectively “Parties”.

RECITALS

SUPERINTENDENT sponsors a Commission on Teacher Credentialing (CTC) accredited program for the Education Specialist District Intern program and is authorized to recommend preliminary credentials for program completers. The Center for Teacher Preparation (CTP) is SUPERINTENDENT’S facilitator of its District Intern program.

NARRATIVE

The purpose of this MOU is to establish a formal working relationship between the Parties to this MOU and to set forth the operative conditions, which will govern this partnership. SUPERINTENDENT and EMPLOYING AGENCY will form a partnership in providing and coordinating services as part of the Center for Teacher Preparation Education Specialist Intern Program, hereafter referred to as RCSS Intern Program.

The RCSS Intern Program is a District Intern Program. Interns earn full-time salaries as the teacher of record in their own classroom while pursuing their Preliminary Education Specialist Credential with an authorization in mild/moderate or moderate/severe disabilities. The RCSS Intern Program is designed to prepare Interns to teach and provide services to students from kindergarten through age 22.

The credential program offered by SUPERINTENDENT extends over two years of coursework and practicum. Interns will be provided with monthly support until the completion of their Preliminary Education Specialist credential program.

Autism Spectrum Disorders (ASD) content is included in the RCSS Intern Program for both mild/moderate and moderate/severe specialty areas. The preliminary credential authorizes the holder to provide autism instructional services to students within the specialty area(s) of their credential. The ASD authorization appears as a separate authorization on the Education Specialist Credential.

The RCSS Intern Program also includes content for teaching English learners. This authorizes the credential holder to provide instruction for English language development and specially designed academic instruction in English within the subject area and grade level authorization of the Education Specialist Teaching Credential.

Upon completion of the program, RCSS program Interns are eligible for an Education Specialist preliminary teaching credential issued by the California Commission on Teacher Credentialing.

AGREEMENTS

1. **TERM:** The term of this MOU shall be from **July 1, 2023**, through **June 30, 2026** for a total of three (3) school years. Either Party may discontinue this MOU by giving written notice eight (8) months in advance of the final date of this partnership.

2. **ELIGIBILITY:** Interns are teachers who have been hired by an EMPLOYING AGENCY and possess an Intern Credential issued by the CTC. The RCSS District Intern Program may, for good cause, refuse a placement if it does not meet RCSS District Intern Program standard requirements and/or terminate the assignment of any Intern assigned to a placement that does not meet the program standard requirements.

3. **SERVICES:**

EMPLOYING AGENCY agrees to:

- A. At the time of hiring an Intern teacher, EMPLOYING AGENCY will carefully select and assign a highly qualified and exemplary experienced teacher as a Site Mentor to perform as an exceptional professional role model for each EMPLOYING AGENCY'S Intern enrolled in the RCSS Intern Program, who will meet the following criteria:

Possess:	Description:
	Clear or Life credential in the same area as the Intern's Credential
	English Learner Authorization
	A minimum of three (3) years of exemplary teaching experience within an accredited (K-12) California school for students
	Relevant knowledge of the context and culture of their assigned Intern(s)
	Experience with teacher development and adult learning theory
Demonstrate:	Description:
	Expert instructional practice as verified through administrative evaluation
	Resourcefulness in meeting beginning teacher needs
	A commitment to professional learning
	Student-centered approach to professional practice
	Instructional strategies for differentiation and equity relative to diversity and student achievement
	Willingness to complete ten (10) hours of initial training regarding the roles and responsibilities of Site Mentors

- B. Determine the terms of employment for the Site Mentor and any additional personnel. It is at the discretion of EMPLOYING AGENCY to determine if the Site Mentor and any additional personnel receive compensation and, if so, compensation is the responsibility of EMPLOYING AGENCY.
- C. To meet the CTC and 5 CCR 80033 requirement of 144 hours of required support and supervision per year, EMPLOYING AGENCY will ensure that the Intern receives a minimum of 70-80 hours of support (approximately 2-3 hours per week) with the Site Mentor and any additional personnel (if appropriate) per year. Support may include, but is not limited to, weekly course planning of curriculum and assessments, coaching in the classroom, and problem-solving regarding student matters. For additional ideas for support, see CTC Professional Services Committee ("PSA") 13-06 Appendix B. The Intern will be responsible for documenting hours received from the Site Mentor on the Support and Supervision Log provided by the RCSS Intern Program.

- D. For Interns who do not already have an English Learner Authorization from a current California credential or a passing score on the California Teacher of English Learners (CTEL) exam, EMPLOYING AGENCY will ensure the Intern receives an additional 20 hours of the required 45 hours per year related to working with English learners.
1. The Site Mentor and any additional personnel should be immediately available to assist the Intern with planning lessons that are appropriately designed and differentiated for English learners, including assessing language needs and progress, and supporting making content instruction accessible for English learners, e.g., through in-classroom modeling and coaching as needed.
 2. EMPLOYING AGENCY will ensure there is protected time for the Site Mentor and any additional personnel to work with the Intern within the school day and school week.
 3. Terms of employment for the Site Mentor, including the evaluation process of the site support/mentor, will be clearly delineated.
- E. To meet the 600 hours of clinical practice across the arc of the program, the EMPLOYING AGENCY will provide the intern with the following opportunities (either through appropriate placements or by providing interns with sufficient release time):
1. Access to general and special education settings
 2. Access to experienced mentors in both general and special education settings
 3. Access to opportunities for co-planning, co-teaching and/or guided teaching
 4. Access to diverse ages and grade levels
 5. Access to the range of federal disability categories
 6. Experiences with the continuum of special education services
- F. The EMPLOYING AGENCY will provide evaluation data as requested by CTC and the SUPERINTENDENT'S CTP Intern Program, including survey completion, demographic and/or retention information.
- G. The EMPLOYING AGENCY will assign a representative (e.g. assistant superintendent or site principal) to act as a contact person with the SUPERINTENDENT'S CTP Intern Program.
- H. The EMPLOYING AGENCY will provide access to the Intern's site administrator or evaluator for consultation with program personnel.
- I. The EMPLOYING AGENCY will provide professional development activities for the Intern including grade level meetings, in-service activities, and faculty meetings for approximately 1.5 hour per week. These activities will be delineated on the Support and Supervision log provided by the CTP Intern Program.
- J. The EMPLOYING AGENCY will release SUPERINTENDENT'S CTP Intern Program teachers to participate in 2 half-days of professional development observations.
- K. The EMPLOYING AGENCY will apply all SOE Intern Program units earned for the advancement of the Intern on the EMPLOYING AGENCY'S salary schedule when the preliminary credential is granted per ED CODE.
- L. The EMPLOYING AGENCY will make every effort to assign Interns to classrooms appropriate to their novice status avoiding, whenever possible, combination classrooms, secondary assignments with multiple preps, teaching assignments at multiple sites, and multiple adjunct duties.

- M. The EMPLOYING AGENCY will ensure Interns maintain a full-time teaching assignment with access to “the full range of service delivery options, including general education”. The EMPLOYING AGENCY will contact the SUPERINTENDENT’S CTP Intern Program if any changes are made to the Intern’s teaching assignment and/or schedule.
- N. The EMPLOYING AGENCY will ensure Interns have the ability to record instruction as a component of fieldwork and/or course assignments. Settings that do not allow the use of video to record instruction do not meet the requirements of the CTP Intern Program.
- O. The EMPLOYING AGENCY will ensure that Interns are able to attend mandatory Intern program classes/events, including allowing for travel time to arrive for class sessions on time.
- P. The EMPLOYING AGENCY will provide Interns with an EMPLOYING AGENCY orientation.
- Q. The EMPLOYING AGENCY will develop a Professional Development Plan for each Intern in consultation with the CTP Intern Program.
- R. The EMPLOYING AGENCY will ensure that Interns do not displace certificated employees.
- S. The EMPLOYING AGENCY will evaluate the Intern on an annual basis.
- T. The EMPLOYING AGENCY will notify the SOE Intern Program immediately of any cause of misconduct of, dissatisfaction with, or any other difficulties in the work performance of the Intern or if the Intern is no longer employed by the EMPLOYING AGENCY.

SUPERINTENDENT agrees to:

- A. Provide CTP Intern Program staff who will advise and support the Intern to complete the Intern Program in two years.
- B. Provide administration, management, and coordination of the Intern Program as approved by CCTC.
- C. Provide training to administrators to acquaint them with the CTP Intern Program goals, requirements for participation, and administrator responsibilities.
- D. Provide RCSS Intern Program staff who shall carefully select and assign a highly qualified and exemplary experienced teacher as a Practicum Supervisor. SUPERINTENDENT will allocate additional personnel if needed to provide on-site support for the Intern. The assigned Practicum Supervisor will perform as an exceptional professional role model for each EMPLOYING AGENCY’S Intern enrolled in the CTP Intern Program, and will meet the following criteria:

Possess:	Description:
	Clear or Life credential in the same area as the Intern’s credential
	English Learner Authorization
	A minimum of three (3) years of exemplary teaching experience within an accredited (K-12) California school for students
	Relevant knowledge of the context and culture of their assigned Intern(s)
	Experience with teacher development and adult learning theory

Demonstrate:	Description:
	Ability to model best teaching practices
	Knowledge of new teacher development
	Effective interpersonal and communication skills
	Student-centered approach to professional practice
	Instructional strategies for differentiation and equity relative to diversity and student achievement
	Knowledge of the state-adopted academic content standards and performance levels for students, state-adopted curriculum frameworks, and the Teacher Performance Expectations

1. Provide appropriate orientation and training for the Practicum Supervisor and additional personnel, including, but not limited to, characteristics of coaching, time and frequency of visitations, and process for documenting observations and evaluation of the Intern.
 2. Ensure that the Intern receives a minimum of 84-94 hours of support from the Practicum Supervisor and additional personnel per year. Support may include, but is not limited to, weekly course planning of curriculum and assessments, coaching within the classroom, and problem-solving regarding student matters. The Intern will be responsible for documenting hours received from the CTP Intern Program, e.g., Practicum Supervisor and additional personnel.
 3. For Interns who do not already have English Learner Authorization from a California credential or passing score on the CTET exam, SUPERINTENDENT will ensure the Intern receives an additional 25 hours of in-classroom coaching specific to the needs of English learners from the Practicum Supervisor and additional personnel.
- E. The CTP Intern Program will submit the “CTP Intern Credential” application at the recommendation of SUPERINTENDENT and provide assistance and support with credentialing issues.
- F. Be responsible for establishing effective and ongoing communication with EMPLOYING AGENCY and CTP Intern Program personnel (e.g., Practicum Supervisor, Site Mentor Teacher, Intern Coordinator) as appropriate to ensure a successful teaching experience for the Intern.
- G. Be responsible for providing the Intern with procedures to document and monitor the CTC required hours of mentoring and support from the employer and the RCOE Intern Program.
- H. Provide all CTC required coursework for the Preliminary Credential.
- I. Coordinate and provide developing teacher Practicum Supervision (approximately 18 observations year one and 12 observations year two).
- J. Coordinate administrative committee meetings to provide an ongoing system of program development and evaluation that leads to substantive program improvements in teacher development associated with the CTC requirements.
- K. Maintain records of the CTP Intern Program enrolled Intern teachers, provide advisement and feedback to the participant as to their progress.

It is further agreed to as follows:

4. **QUALIFICATIONS:** EMPLOYING AGENCY and all of EMPLOYING AGENCY'S employees or agents shall secure and maintain in force such licenses and permits that are required by law and/or employer, in connection with the furnishing of materials, supplies, or services herein listed.
5. **MATERIALS:** Any and all products developed by SUPERINTENDENT'S CTP Intern Programs are the exclusive property of SUPERINTENDENT. SUPERINTENDENT and SUPERINTENDENT'S District Intern Programs reserve the right to adapt and adopt materials developed by SUPERINTENDENT'S Intern Programs for dissemination purposes. Usage and revision of this material by EMPLOYING AGENCY requires prior written approval from SUPERINTENDENT.
6. **INDEPENDENT CONTRACTOR:** It is agreed that EMPLOYING AGENCY or any employee or agent of EMPLOYING AGENCY is acting as an independent contractor and not as an agent or employee of SUPERINTENDENT.
7. **WORKERS' COMPENSATION:** EMPLOYING AGENCY certifies that it is aware of the laws of the state of California requiring the employer to be insured against liability for Workers' Compensation and shall comply with such laws during the term of this contract.
8. **FINGERPRINTING:** Education Code section 45125.1 and 45125.2 requires EMPLOYING AGENCY to certify that its employees and employees of EMPLOYING AGENCY who may have contact with pupils have not been convicted of serious or violent felonies as defined by statute. Compliance with these conditions and with the fingerprinting requirements, is a condition of this contract, and SUPERINTENDENT reserves the right to terminate the contract at any time for noncompliance.
9. **OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA):** EMPLOYING AGENCY hereby certifies awareness of the Occupational Safety and Health Administration (OSHA) standards and codes as set forth by the U.S. Department of Labor, and the derivative Cal/OSHA standards, laws and regulations relating thereto, and verifies that all performance under this MOU shall be in compliance therewith.
10. **ASSIGNMENT OF CONTRACT:** Neither this MOU nor any duties or obligations under this MOU may be assigned by EMPLOYING AGENCY without the prior written consent of SUPERINTENDENT.
11. **MUTUAL HOLD HARMLESS:** The Parties hereto, and each of them, do hereby mutually agreed to indemnify, defend, save and hold harmless each other, and their respective officers, agents and employees, of and from any and all liability, claims demands, debts, suits, actions and causes of action, including wrongful death and reasonable attorneys' fees for the defense thereof, arising out of or in any manner connected with the performance of any act or deed under or pursuant to the terms and provisions of this MOU by such indemnifying Party, or its officers, agents, and employees.
12. **NON-DISCRIMINATION:** EMPLOYING AGENCY shall not illegally discriminate against any individual, including, without limitation, with respect to the provision of services, allocation of benefits, accommodation in facilities, or employment of personnel on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender (including sexual orientation, gender identity, gender expression, pregnancy, childbirth, breastfeeding, and pregnancy-related medical conditions), political belief or affiliation (not union related), military or veteran status, genetic information, or any other characteristic protected under applicable federal, state, or local laws. Harassment, retaliation, intimidation and bullying is also prohibited. EMPLOYING AGENCY shall comply with any and all applicable state, federal and other laws that prohibit discrimination, including, without limitation, Title IV, Title VI and Title VII of the Civil Rights Act, the Americans with

Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act.

13. **NOTICES:** All correspondence and notices required or contemplated by this Agreement shall be delivered to the respective Parties at the addresses set forth below. Each notice shall be deemed to have been given or served only upon actual receipt by the addressee, and notices may be delivered by one of the following methods: (i) registered or certified United States Mail, postage prepaid by sender and return receipt requested; (ii) FedEx, U.P.S. or other reliable private delivery service, delivery charge paid by sender and signature on delivery receipt required; or (iii) personal delivery, delivery charge paid by sender and signature on delivery receipt required.

SUPERINTENDENT:
Riverside County Superintendent of Schools
School of Education
3939 Thirteenth Street
Riverside, CA 92501-0868

EMPLOYING AGENCY:
Redlands Unified School
District 20 W. Lugonia Avenue
Redlands, CA 92374

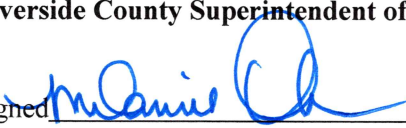
14. **AMENDMENT:** This MOU may be amended only by the mutual written consent of the Parties hereto, except that SUPERINTENDENT may unilaterally amend the contract to accomplish the below-listed changes:

- a. Administrative changes that do not affect the contractual rights of the Parties.
- b. Changes as required by law.

IN WITNESS WHEREOF, the Parties hereto have executed this MOU on the day and year first above-written.

Riverside County Superintendent of Schools

Signed



Authorized Signature

Melanie Oliver, Director II
Center for Teacher Preparation
Printed Name and Title

Date 11/14/2023

Redlands Unified School District

Signed


Authorized Signature

Lisa Bruich, Director III, Human Resources
Printed Name and Title

Date 11/13/2023

District Contact: Lisa Nakamura-Bruich
Title: Director III, Human Resources
Email: lisa_bruich@redlands.k12.ca.us