



## TCSG at Wiregrass GaTAPP

### Memorandum of Understanding

Please sign and print your name in the spaces below.

Print Name	Signature
School Administrator:	School Administrator:
District Representative:	District Representative:
Mentor:	Mentor:
Candidate:	Candidate:
Supervisor:	Supervisor:
GaTAPP Coordinator:	GaTAPP Coordinator:

By signing the form above, I certify that I have read and agree to the following:

#### System will:

- Assure that the candidate named on this form is employed by the *(insert system name)* \_\_\_\_\_ Board of Education as a **full-time** teacher in *(insert content)* \_\_\_\_\_ at *(school)* \_\_\_\_\_.
- Have complete records and application materials for employment, including criminal background/fingerprinting, on file in the system personnel office.
- Assure that the teacher meets all eligibility requirements for GaTAPP.
- Discuss the fee payment (if applicable) with the teacher candidate to determine the responsibility of payment.
- Make decisions concerning renewal or non-renewal of the teacher candidate's contracts according to the practice for all other new teachers.
- Support candidate's required field experiences.

#### School Principal/Administration will:

- Recommend the candidate for employment and assure that the candidate has met eligibility requirements.
- Assign immediately an **exemplary** teacher – with the same certification as the Candidate – to be the candidate's School-based mentor. The mentor must be at the same school as the Candidate or have permission from TCSG at Wiregrass GaTAPP Coordinator.
- Understand that the mentor teacher is required to attend all mentor trainings at TCSG at

Wiregrass.

- Attend Candidate Support Team meetings and consult with the Candidate Support Team regarding progress of candidate. Participate in decisions regarding recommendations for professional development.
- Communicate to the faculty the importance of the GaTAPP program and set the positive, supportive tone that will facilitate acceptance of the candidate.
- Conduct informal and formal observations of the candidate and provide timely feedback.
- Conduct regular teacher evaluation on the candidate (as per system/school policy).
- Provide additional candidate support from school-level support staff.
- Provide student growth data, Milestones, SLOS, TKES, EOC, and notification of candidate's leave.
- Assist in making arrangements for candidates to complete 30 hours of diverse field experiences as required by the Professional Standards Commission.
- Arrange release time for the candidate to fulfill program mandates.
- Refrain from assigning coaching, teaching, or extracurricular duties that might interfere with program commitments and/or college classes.
- Adhere to all program commitments to fulfill the responsibilities of supporting the candidate in this PSC-approved program for certification.
- Attend required overviews and/or trainings at TCSG at Wiregrass.
- Complete a survey at the end of year one for the candidate and the end of the first year of teaching after completing the program.

#### Mentor will:

- Participate in all GaTAPP mentor trainings and any additional training to fully support the Candidate.
- Guide the Candidate through the daily operation of the school to create a supportive and reflective environment addressing issues facing beginning teachers.
- Model lessons for the Candidate and be a role model in all aspects of professionalism.
- Observe regularly in the Candidate's classroom and complete at least 3 observation cycles per semester using the Classroom Observation Rubric along with pre-and post-observations, and providing coaching as well as facilitating reflective teaching opportunities for the Candidate.
- Evaluate teacher dispositions using the teacher dispositions rubric at the mid-semester CST meetings.
- Providing support to the candidate for a minimum of 25 hours per semester. Maintain a log to record hours.
- Complete and submit documentation of observations and conferences as required by the GaTAPP guidelines, including structured evaluation of the Candidate's dispositions, pre-observation conferences, post-observation conferences, teaching videos and conferences to discuss the Candidate's self-reflection of teaching dispositions and associated assessments.
- Assist Candidate in developing Professional Learning Plans and choosing appropriate professional resources that support the professional growth of the Candidate.
- Collaborate with the CST to arrange for the Candidate's diverse field experiences.
- Collaborate with the Candidate in the development, implementation, and evaluation of units/lesson plans.
- Use effective instructional coaching to assist Candidate in planning, implementing, and assessing classroom instruction to engage all students in active learning.
- Support the candidate in evaluating the Analysis of Unit Impact on Student Learning.
- Analyze and evaluate videos of the Candidate's classroom teaching.
- Notify the GaTAPP Supervisor if problems occur.

- Monitor the Candidate's progress in completing the requirements of the GaTAPP.
- Provide support for the development of the Electronic Portfolio.
- Evaluate the Candidate on the 24 competencies at final CST meeting.
- Complete, and submitting all records, forms and assessments as required by the GaTAPP program.

#### TCSG at Wiregrass GaTAPP Supervisor will:

- Chair the CST meetings (minimum of 4 per year).
- Consult with CST members about Candidate's progress toward demonstrating the 24 competencies in Domain 1, 2, 3, 4 and recommending actions needed to support Candidate.
- Schedule additional CST meetings as needed to monitor progress of Candidate.
- Facilitate final meeting of Candidate presenting Portfolio (24 competencies).
- Evaluate the Candidate on the 24 competencies at final CST meeting.
- Serve as the liaison between the school and TCSG for assigned Candidates.
- Support the TCSG at Wiregrass Coordinator in managing all GaTAPP efforts and activities for the Candidate.
- Observe regularly in the Candidate's classroom and complete at least 3 observations per semester using the Classroom Observation Rubric. Once the candidate has completed the required observations to demonstrate proficiency in all areas (6 times) the supervisor must observe one time per semester until the candidate completes the program.
- Evaluate the unit plans/learning segments using the Content Preparation Rubric: Domain I: Planning and Preparation at the end of the Essentials Course and by Jan. of the candidate's first year in GaTAPP.
- Evaluate the Analysis of Unit Impact on Student Learning by using the Candidate Assessment for Student Learning Rubric after completing Unit 1 and Unit 2.
- Evaluate teacher dispositions using the teacher dispositions rubric at the mid-semester CST meetings each year the candidate is in the program.
- Assist the Candidate with the requirements of the Electronic Portfolio and the portfolio progress.
- Perform additional observations if recommended by the CST.
- Record and submit documentation to the GaTAPP Coordinator. All documentation will be used by the CST as evidence of competencies observed and performance at the proficient or distinguished level.
- Notify the GaTAPP Coordinator if problems occur or if the mid-year Candidate Competency Assessment is below the proficient level, so that additional support can be provided. Support the Candidate, the school, the system, the CST members, and GaTAPP in any way possible to ensure a rich, successful teaching experience which will culminate in an enthusiastic recommendation of the Candidate for a clear renewable certificate.
- Evaluate electronic portfolio prior to the final CST meeting.

#### Candidate:

- I must provide an official transcript from each college I have attended.
- I must provide official written documentation of SAT, ACT, or GRE scores indicating eligibility to exempt the GACE requirement, **or** I must pass GACE Basic Skills Assessment and provide the written score report. I understand that the cost for taking this test is my responsibility.
- I must pass the appropriate content area tests (GACE) and provide the written score report. I understand that the cost for these tests is my responsibility.
- I must pass a criminal background check and fingerprinting. It is my responsibility to find out from my school system where I should go to initiate this procedure.

- I must attend the Essentials of Effective Teaching Courses as required by my supervisor.
- I understand that the cost of the program is my responsibility (could be arranged with your system).
- I must be employed as a full-time teacher in my area of certification.
- I must attend initial training (Essentials Course – 80 hours), complete the required online courses and attend required Saturday Seminars.
- I understand that my involvement in extra-curricular activities will be kept to a minimum and that my classroom and certification responsibilities have priority over any assigned extra-curricular activities, including coaching.
- I must take courses required by the state based on the area of certification I am seeking. The cost of these courses will be my responsibility.
- I must take additional courses if recommended/required by my supervisor or transcript review. I understand that the cost of these courses will be my responsibility.
- I understand that I must pass a content area GACE test before I can complete the GaTAPP program.
- I will be required to do a certain number of observations of other teachers at my school as well as other schools.
- I understand that my performance in the classroom will be observed by administrators, my mentor teacher, and a GaTAPP supervisor from GaTAPP several times each year.
- I will be required to maintain an intensive electronic portfolio.
- I will submit in writing any changes to the personal information provided to TCSG at Wiregrass (name, home address, home/cell phone number, email address) to the GaTAPP Coordinator at TCSG at Wiregrass.
- I understand that if I fail to meet the requirements of the program, I will be dismissed from the program.
- I understand that enrollment in GaTAPP does not guarantee the system will offer a renewal on my contract.