



Co-Sponsor Agreement

PRELIMINARY ADMINISTRATIVE SERVICES CREDENTIAL PROGRAM

2018 – 2020 Academic Years

Enclosed is a co-sponsor agreement for your educational agency official to sign and return.

The two parties, mutually agree to the following terms and conditions:

I. SERVICES PROVIDED BY TEACHERS COLLEGE OF SAN JOAQUIN/SAN JOAQUIN COUNTY OFFICE OF EDUCATION (TCSJ/SJCOE):

- 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 evaluating the candidate's growth and achievement;
- F. Process the Preliminary Administrative Services Credential for candidates who successfully complete the administrative services program at TCSJ/SJCOE.

II. SERVICES PROVIDED BY DISTRICT:

- A. Collaborate with the TCSJ/SJCOE Program Coordinator to identify and select fieldwork supervisor(s) for the district candidate(s);
- B. Comply with TCSJ's CA Commission on Teaching Credentialing approved Administrative Services Credential Program Standards;
- C. Assign a contact person to communicate with TCSJ/SJCOE representatives as needed.

III. TERMS OF AGREEMENT:

This agreement will be in effect from July 1, 2018 and will expire June 30, 2020.

IV. COMPENSATION:

Candidates in this program are required to spend one (1) day each week for 12 weeks working as a "student administrator" at a school site in their district, or partner district. The TCSJ/SJCOE program will bear the cost of the substitute (not to exceed \$150.00 per day) for candidates through reimbursement to the district.

V. CERTIFICATION OF NON-EMPLOYEE STATUS:

- A. Teachers College of San Joaquin/San Joaquin County Office of Education certifies that at all times TCSJ/SJCOE is acting as an independent contractor and not as employee of the district;

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- B. Teachers College of San Joaquin 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/SJCOE is not entitled to any such benefits.

**VI. TEACHERS COLLEGE OF SAN JOAQUIN/SAN JOAQUIN COUNTY OFFICE OF EDUCATION
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 produced in the scope of services performed and no other use thereof will be permitted except by permission of TCSJ/SJCOE. Proprietary materials will be exempted from this clause.

VII. LIABILITIES:

TCSJ/SJCOE shall defend, indemnify, and hold the district, its officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable 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 the district, its officers, employees, or agents.

The district shall defend, indemnify, and hold TCSJ/SJCOE its officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable 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/SJCOE its officers, employees, or agents.

Are you, any of your employees or sub-contractors a CalSTRS or CalPERS retiree?

☐ Yes ☐ No ☒ N/A

If yes, are they paid through a payroll system that reports to both CalSTRS and CalPERS?

☐ Yes ☐ No ☒ N/A

TO BE COMPLETED BY THE EMPLOYING AGENCY:

Type of Educational Agency

☐ COE ☐ District ☐ Charter ☐ NPS ☐ Private

CDS Code (7 or 14 digit) _____

Name of Agency: _____

Mailing Address: _____

Contact Person: _____

Telephone: _____ Email: _____

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 2018-2020 academic years (7/1/18 - 6/30/20):

Name of Approving Official: _____

Position/Title: _____

Signature of Approving Official: _____ Date: _____

Signature of TCSJ Director of Graduate Studies: _____ Date: _____

Signature of TCSJ President: _____ Date: _____

Please complete the Co-Sponsor information (type or print) and return the entire document to:

Judene Violante
Email: jviolante@sjcoe.net or
Fax: 209.468.9124 or
U.S. Mail: P.O. Box 213030 Stockton, CA 95213-9030