

**Memorandum of Understanding (MOU)**

between

*Volunteers of America Greater Baton Rouge (VOAGBR)/Partnerships in Child Care (PICC) and*  
\_\_\_\_\_, **Teacher Institute Candidate**

(Candidate Name)

This Memorandum of Understanding describes the roles and responsibilities of Volunteers of America Greater Baton Rouge and its Partnerships in Child Care division, and Candidate \_\_\_\_\_, as it relates to enrollment in the PICC *Teacher Institute*.  
(Candidate Name)

PICC (*Teacher Institute* staff) will:

- Explain the expectations, structure, and timeline of the *Teacher Institute*
- Facilitate Professional Learning Community (PLC) meetings of small groups of teachers to develop CDA Professional Portfolios
- Schedule PLC meetings in convenient locations with input from Candidates
- Provide on-the-job coaching and feedback directly related to strategies taught in coursework
- Conduct practice (short-cycle) CLASS observations
- Teach best practices using a variety of learning modalities (hands-on, discussion, lecture, video)
- Facilitate observations of high-quality classrooms
- Provide individual progress reports (three times throughout program) highlighting Candidate's strengths and areas for further growth
- Support full development of CDA Professional Portfolio
- Provide specialized access to PICC computer lab and resource room
- Celebrate Candidate's successful completion of the *Teacher Institute*

Candidate will:

- Commit to full completion of *Teacher Institute* (3 Modules/135 clock hours)
- Attend all class sessions and PLC meetings (unless an *emergency* or *serious illness* arises)
- Participate actively in all class sessions and PLC meetings
- Establish a personal plan for attendance (in case class meeting is rescheduled due to storm or other emergency)
- Complete all assignments (Competency Statements and Resource Collection for CDA Professional Portfolio)
- Conduct three observations of high-quality classrooms (facilitated by *Teacher Institute*)
- Complete self-assessment form at the end of each Module
- Demonstrate continued progress in learning and in improving classroom interactions and instruction as application of learning, from Module to Module
- Remain employed at your Type III center through completion of the *Teacher Institute*
- Complete LA Pathways CDA Credential Assessment Fee Scholarship application, obtain the CDA, and complete the LA Early Childhood Ancillary Certificate application after finishing the *Teacher Institute*
- Agree to provide (when requested) PICC *Teacher Institute* staff with professional status updates after finishing the *Teacher Institute*

\_\_\_\_ [initial] I understand that in order to guarantee my continued enrollment in the *Teacher Institute*, I must meet all the required criteria at the end of each Module.

This Memorandum of Understanding is entered into by the following parties:

**VOAGBR/Partnerships in Child Care**

**Teacher Institute Candidate**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Center: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_