

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 and completion of the

(Candidate Name)

Partnerships in Child Care (PICC) Teacher Institute.

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
- Provide on-the-job coaching and feedback directly related to strategies taught in coursework
- Conduct practice (short-cycle) CLASS observations as needed
- Teach best practices using a variety of learning modalities (hands-on, discussion, lecture, video)
- Facilitate observations of high-quality classrooms and practice
- Provide individual progress reports (three times throughout program) highlighting Candidate's strengths and areas for further growth
- Share periodic updates on your course attendance and progress with your Director
- Support full development of CDA Professional Portfolio
- Celebrate Candidate's successful completion of the *Teacher Institute!*

Candidate will:

- Commit to full completion of *Teacher Institute* (at minimum 120 clock hours total across 3 Modules *and* a minimum of 10 hours per CDA area)
- Attend all class sessions (unless an *emergency* or *serious illness* arises); e-mail Coach and additional program leader of absence as soon as possible
- Attend all PLC meetings (unless an *emergency* or *serious illness* arises); e-mail Coach and additional program leader of absence as soon as possible
- Participate actively (for example, especially with Zoom calls: sitting in a quiet space, showing face, speaking up in discussion, listening to others, asking questions, staying attentive, showing/sharing work assignments) in ***all*** class sessions and PLC meetings
- Establish, in advance, a personal plan to ensure your *Teacher Institute* attendance (in case a class meeting is rescheduled due to internet outage, or in case you have a personal emergency such as a child care or transportation issue)
- Make up missed classes, as directed by *Teacher Institute* leader, if you miss more than 6 clock hours per Module or if you miss coursework needed to meet requirement of 10 hours per CDA area, in order to move on to next Module
- Complete all assignments (for example, Competency Statements and Resource Collection for CDA Professional Portfolio) for each PLC session and for each Module before moving on to next Module
- Conduct three observations of high-quality classrooms (facilitated by *Teacher Institute*)
- Complete Action Plan at end of each course session
- 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*
- Consent to VOAGBR recording *Teacher Institute* Zoom trainings/meetings

____ [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: _____