

MEMORANDUM OF UNDERSTANDING

This memorandum of understanding (MOU) is made on this sixteenth day of December 2019, and is the result of a collaborative effort between McDowell County Board of Education and the Concord University Department of Education to address the substitute teacher shortage.

The program for which this agreement is designed is to be known as Concord University's *Pre-Professional Substitute Program* and shall be referred to as (PPSP) throughout the remainder of this document.

Purpose

The purpose of PPSP is twofold.

First, it will allow teacher residents who are completing the second semester of their yearlong residency and who have been admitted to Concord University's PPSP to be hired as a substitute teacher in the public schools of McDowell County.

Second, it will assist with the problem of the substitute teacher shortage

Terms and Conditions

The following terms and conditions apply to the stakeholders participating in the *Pre-Professional Substitute Program* (PPSP).

Concord University Department of Education:

1. Screen applications for yearlong residents desiring to participate in PPSP. The resident must be approved by Concord University Education faculty in order to participate in PPSP. Approval will include, but is not limited to, the stipulations set forth by the West Virginia Department of Education for student teaching. The resident must have passed all Praxis tests, completed and successfully passed a background check by the state approved agency and process, and have a 2.75 GPA.
2. Communicate and work with public school leadership to identify qualified candidates for the PPSP.
3. Communicate expectations to the residents in the PPSP.
4. Hold residents accountable to the expectations.
5. Monitor the residents and identify concerns and challenges and intervene when necessary.
6. Communicate frequently with public school administration and mentor teachers to address concerns.
7. Remove residents from PPSP who are not meeting the requirements of the program.

Concord University resident applying to be hired as a pre-professional substitute:

1. The resident must have the written approval of the principal of the school where he/she is completing his/her placement in order to substitute at that school.

2. The resident will be allowed to substitute only in the school where he/she is assigned for the yearlong residency.
3. The resident may substitute a maximum of 15 days during his/her final semester unless extenuating circumstances apply and prior approval is granted.
4. The resident may substitute in any class or content area in his/her assigned school.
5. The resident will provide the service of a substitute teacher by adhering to all school policies and procedures and will to the best of his/her ability deliver effective instruction. He/she will be responsible for the assigned duties of the teacher and will perform those duties with professionalism and ethical behavior.

County Schools:

1. Upon McDowell County Board of Education approval, the resident will be hired as a substitute teacher participating in the PPSP.
2. McDowell County will hire the pre-professional substitute to substitute only in their placement school during the second semester of the yearlong residency.
3. McDowell County will hire the pre-professional substitute as needed for a maximum of 15 days (unless otherwise noted and prior approval has been granted) during the final semester of their yearlong residency.
4. The pre-professional substitute will be compensated at regular substitute pay.
5. The pre-professional substitute will know at least 24 hours in advance when they will be substituting in any classroom other than their placement room. This will prevent the resident from neglecting planned instruction in their placement classroom and causing an undue hardship on the mentor teacher.

Summary of Key Factors in PPSP

Type	Number of days	Location and Field	Pay
Pre-Professional Substitute	15 (unless otherwise determined)	Placement school only	Regular substitute pay

This agreement will take effect upon approval from McDowell County Board of Education and will extend to May 9, 2020 (resident's graduation day).

Carolyn H. Faler

Superintendent

Kathy Hunt

Concord Coordinator of Clinical Experiences

12-16-19

Date

12-16-19

Date