

Candidate Memorandum of Understanding (MOU)

Between
 Volunteers of America south Central Louisiana (VOASCLA)/Partnerships in Child Care (PICC)
 and
 (your name) _____, Teacher Institute Candidate

This memorandum of Understanding describes the roles and responsibilities of the VOASCLA and its Partnerships in Child Care division, and Candidate _____, as it relates to enrollment in and completion of the PICC Teacher Institute.

PICC Teacher Institute staff will:

Candidate will:

<ul style="list-style-type: none"> • Explain the expectations, structure, and timeline of the program. • Facilitate Professional Learning Community (PLC) meetings of small groups of teachers to develop DCA Professional Portfolios • Provide on-the-job coaching & feedback directly related to strategies taught in coursework. • Conduct proactive (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 of 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! 	<ul style="list-style-type: none"> • 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 childcare 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 the 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, if possible • 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 VOASCLA recording Teacher Institute Zoom trainings/meetings
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 [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.

VOASCLA/Partnerships in Child Care	Teacher Institute Candidate
Signature:	Signature:
Title:	Center:
Date:	Date: