

# Memorandum of Understanding Between Pittsburg Education Association And Pittsburg Unified School District Alder Teacher Residency Program Mentors

## STATEMENT OF PURPOSE

This Memorandum of Understanding (“MOU”) is established between the Pittsburg Unified School District (“PUSD”) and Pittsburg Education Association (“PEA”) for members who will be performing in the role of the Mentor Teacher (the “Mentor”) for the Pittsburg Unified School District Teacher Residency Program during the 2024-2025 school year. The purpose of the MOU is to articulate basic guidelines, performance expectations and mutual understandings/agreements necessary to ensure the success of training Teacher Residents (the “Residents”). The MOU clarifies the focus and intent of the joint working relationship, support, cooperation and coordination between the Mentor, PEA, and the Pittsburg Unified School District Teacher Residency Program.

## EXPECTATIONS FOR MENTORS

All Mentors will meet the requirements for cooperating mentor teachers set forth by federal, state, and local agencies. In California they must hold the Clear Credential that the resident is seeking, and have at least three years of teaching experience, and be considered highly effective.

To support Residents’ deliberate learning and their development in the profession of teaching, Mentors must perform their work at a high level and meet the expectations described in this MOU. Mentors are also responsible for ensuring that their classroom, with Residents, delivers what is needed to support the achievement of our students.

Time Commitments of the Mentor role include:

- Mentors will be expected to formally plan with their Residents, which includes at least 2 hours of “Sacred Meeting Time” every week. **These two hours may occur on any work day during the week.**
- Mentors need to be available during the entire school year in order to participate in the program.
- Mentors agree to be supported and coached by the Supervisor of Teacher Residency in their work as Mentors. These biweekly or monthly coaching sessions will run on site in the Mentor’s classrooms.
- Mentors will attend **nine** Mentor seminars
- **Mentors will attend a required one day orientation in the summer and will be compensated at the Per Diem Rate of Pay.**
- New Mentors will attend a **required** “Mentoring 101” orientation before the start of the school year **and will be compensated at the Per Diem Rate of Pay.**
- Mentors will respond to emails related to the residency program within the 24 -48 hour turnaround time frame **on business days.**
- Mentors will attend at least one Pittsburg Unified School District Teacher Residency Program event throughout the year (e.g. Interview Day, Application Scoring, etc.) and if the event is not a work day, the mentor **will be compensated at the Per Diem Hourly Rate of Pay.**
- **If there are any additional required meetings outside of the work day, the mentor will be compensated at the Certificated Hourly Rate of Pay.**

Mentors perform many roles for their Residents including coach, administrator and evaluator as well as being a model for best practices. Mentor roles and responsibilities include:

## MODELING

- Mentors are asked to model best practices for the Resident and ask the Resident questions about coursework so that all of us are sharing vocabulary and expectations throughout the year. This type of sharing will allow for more focus and better collaboration.
- All practices should be modeled and guided before releasing them to the Resident.

## CO-TEACHING

- Mentors will work one-on-one sharing their classroom, preparation and teaching with a Resident four full days each week of the year.
- Mentors will introduce the Resident to students on the first day as a Co-Teacher.
- Mentors will be expected to analyze their decision making and explain it to their Residents daily.

## GRADUAL RELEASE

- Mentors will gradually release increasing responsibility to their Residents while providing oversight and supervision of Residents. For example, Mentors model specific techniques, then Residents and Mentors co-teach, then Residents Lead Teach for 15 minutes, then 30 minutes, then an hour and so on so that by the spring the Residents are (ideally) making many of the classroom decisions and leading much of the classroom work under the direct supervision of the Mentors.
- Mentors will release all teaching responsibilities to residents during the designated takeover days and weeks.

## COACHING

- Mentors will observe and provide feedback to Residents at least once per week. This weekly feedback will be in written form that is communicated with the Supervisor of Teacher Residency .
- Mentors will review lesson plans and provide feedback before the Resident teaches the lesson at least once per week, including lesson plans for Supervisor of Teacher Residency visits.

## EVALUATION

- Mentors will be engaged in ongoing formative and informal evaluations of their Residents throughout the year, including a mid-year survey that involves an evaluation of their Resident.

## ADMINISTRATION

- Mentors will include Residents in all school retreats, meetings, events, team meetings, parent-teacher and student-led conferences.
- Mentors will serve as an ambassador of their Resident to colleagues and their principal to make sure that the Resident is included and supported by the school from day one.
- Mentors will complete two surveys on what is working and what is not about the Residency Program over the course of the year.
- Mentors will be video-taped and observed, with advanced notice, periodically throughout the school year in their work with their Resident.
- Mentors will make every reasonable effort to be present at school, limit absences, and model professionalism in terms of presence on the school site.
- Residents may take over for their mentors when the mentor is out of the classroom because of Residency requirements. For all other absences, residents cannot serve as the substitute for their mentors. Mentors will complete the Mentor Absence Plan, which details what the resident will work on during their absence.

## ASSIGNMENT

Assignments are contingent upon a match at a school site and will change each school year. Mentor's work will be evaluated to determine whether or not current Mentors are eligible to continue working with the Residency Program. While we recognize Mentor eligibility, there must be a Resident for them to mentor. A Mentor may not assign or delegate any mentoring tasks to anyone for any part of their duties under this MOU without prior approval from the Residency Program Manager.

## TERM

The mentor's term will be for one school year. Mentors will reapply each school year.

**MENTOR SELECTION**

Mentors will be selected through an interview process by a panel consisting of representatives from Alder GSE, the District, and PEA. PEA shall appoint members to the committee up to the same amount as District members on the panel.

**PAYMENT**

In consideration for the coaching services to be performed by the Residency Mentor, Pittsburg Unified School District agrees to pay the Residency Mentor at the rate of \$6,000 per year.

**CONFIDENTIALITY**

The Residency Mentor will not disclose or use, either during or after the term of this MOU, any confidential information about the Resident without the Resident's prior written permission except to the extent necessary to perform services on the Resident's behalf.

**IMPLEMENTING THE MEMORANDUM OF UNDERSTANDING**

This Memorandum of Understanding expresses our agreement on and common understanding of the goals of the Resident Mentor as described by, but not limited to, the above items. **If there are issues, problems, additional duties, or needs to effectively run the program, the Association and the District shall meet to bargain the effects.**

**COMMITMENT TO TEACHING POSITION & SCHOOL**

Once the Mentor and Resident have been matched, the Mentor agrees to stay in the same teaching position for that school year. It is imperative that the Mentor stay at the same school and in the same position because the Resident is anticipating this consistency. If a Mentor were to leave a school or position, the Resident may end up without a placement.

**Terms of Payment**

Pittsburg Unified School District shall pay \$6,000.00 per year to mentors who have been assigned a resident. Stipend(s) will be awarded in two payments, one in January and one in June.

**Term of MOU**

This MOU shall automatically sunset on June 30, 2025, unless mutually agreed in writing by both parties.

For Pittsburg Education Association:

  
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Celia Medina-Owens  
PEA President

Date: 9/21/23

For Pittsburg Unified School District:

  
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Nancie Castro  
Assistant Superintendent

Date: 9/21/23