

**Memorandum of Agreement**  
**Professional Development and Partner School Liaisons**

The Professional Development/Partner School Liaison is a site-based staff member (teacher or school leader) committed to the goals, mission, and vision of the Winthrop University-School Partnership Network. The primary responsibility of the liaison is to serve as a facilitator and conduit between the university and the school, most particularly to individual classroom teachers in coordination with the Rex Institute staff. The liaison supports the networking of their school to other partnering Professional Development Schools and/or Partner Schools. The liaison provides leadership and support in partnership efforts including, but not limited to, high quality teacher preparation, professional development, educational renewal, and addressing educational challenges through inquiry and research at the building level.

I agree to serve as the school liaison between \_\_\_\_\_ School and Winthrop University as part of the Winthrop University-School Partnership Network. I agree to fulfill the responsibilities as outlined in the attached Liaison Position Description and will work to support the mission and goals of the Partnership Network as stated below.

**Partnership Network Mission:** The mission of the Winthrop University-School Partnership Network is simultaneous renewal and support of P-12 education, practicing educators, and educator preparation.

**Partnership Network Goals:**

1. Improve P-12 student learning.
2. Improve professional learning for district and university faculty and teacher candidates.
3. Strengthen pre-service teacher education.
4. Increase support for new teachers and leaders.

As a Partnership Network School Liaison, I will fulfill the responsibilities outlined in role description and attend all scheduled meetings and events (or designate a school representative to attend in my place). In return for completing the above duties and responsibilities, Winthrop University will provide a stipend (TBD per semester\*) as financial compensation for conducting duties outside of my district contract.

Winthrop University will provide the training necessary to complete the expected duties and responsibilities and will maintain consistent communication with me during the duration of the partnership between my school and the university.

PDS or Partner School Liaison

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

On Behalf of Winthrop University and the Partnership Network

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\*Stipend dependent upon school engagement in the hosting and mentoring of pre-service teacher candidates.

## **Role Description**

### **Professional Development/Partner School Liaison**

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- Support the implementation and assessment of the Partnership Network
  - Serve on Partnership Advisory Council
  - Communicate with and respond to Partnership staff and other liaisons in an efficient manner.
  - Assist in data collection and analysis to determine the effectiveness of the Partnership on student learning and teacher quality
  - Engage in self-evaluation
- Collaborate with Partnership staff in determining and coordinating a process of professional development that meets the needs of teachers and university students
  - Hold regular meetings with and/or direct study groups for Winthrop students
  - Collaborate with school and University faculty on action research endeavors
  - Encourage expert teachers in the school/district to share their strengths with others
  - Utilize the enthusiasm, energy, and expertise of Winthrop students to improve instruction at the school
- Assist in the implementation of clinical experiences for Winthrop candidates
  - Identify potential host teachers and mentors within the liaison's school
  - Assist with matching host and mentor with Winthrop candidates
  - Become acquainted with Winthrop students at school
  - Serve on exit interview committees and/or create end-of-year surveys for teacher candidates
- Act as first level of support for host and mentor teachers and Winthrop faculty and students
  - Connect Winthrop students with resources at the school level
  - Connect teachers at the school with University resources
  - Assist Winthrop faculty with implementing field experience requirements and aligning course content with sound pedagogical practice
  - Observe and provide formal and informal feedback regarding teacher candidate performance