



Teacher-In-Residence Program 2014-2015 Employment Verification Form

Intern's Name: _____
(First) (Last)

This is to verify that I am aware of the Teaching Intern Certificate requirements. I agree to fulfill these requirements in the required time frame specified in State Board Rule in order to be eligible for the provisional teaching certificate. I will apply for the extension of the Teaching Intern Certificate prior to the expiration of my original Teaching Intern Certificate as required in State Board rule.

The purpose of this agreement is to enter into a cooperative arrangement for the shared operation of the Teacher-In-Residence (TIR) Program for individuals hired by an Arizona School District/Charter School/Private School as a part of the Arizona Department of Education (ADE) Alternative Pathway to teacher education utilizing the ADE Intern Certificate. The purpose of this program is to provide an alternative pathway for Highly Qualified Intern Certified teachers and the opportunity for them to be hired and contracted to teach while completing their studies as part of one of the RSC ADE approved TIR programs. The TIR Partnership program is intended to improve the quality of new teachers. The impetus for this program is the No Child Left Behind Act, Public Law No. 107-110, and in particular Section 1119.

Rio Salado College will:

1. Provide online post-baccalaureate teacher preparation programs to candidates identified by the Arizona School District/Charter School/Private School and formally accepted by RSC into its TIR program, and supported by the ADE via the award of an Intern Certificate allowing for full compliance of all specified program policies and procedures. Courses will be offered online at RSC at the in-county tuition rate for Arizona residents and out-of-state residents who complete the "Teacher Waiver" form with Rio Salado College and appropriate Prop300 documentation. The RSC TIR online post-baccalaureate teacher education programs in early childhood, arts, elementary, secondary, and special education are approved by the Arizona Department of Education.

- Maintain student records and recommend candidates for certification/licensure as required by the appropriate Arizona state agency. Only students those who successfully complete the entire program, including student teaching, will qualify for the Institutional Recommendation (IR).
- RSC maintains the performance-based standards process required by Arizona for an approved teacher education program. Individuals who complete the RSC program and obtain the Arizona teaching credential may seek reciprocity in another state.
- Notify Local Education Agency (LEA) regarding student's progress within their Teacher Preparation Program twice a year via email update check sheets on each individual student.
- Assign a cadre leader to conduct evaluations and support the candidate throughout the Teacher-In-Residence experience under the intern certificate.
- Out-of-county only: Provide supervision of all Teacher-In-Residence intern students through the use of a similar videotaping model and process that is practiced by the National Board for Professional Teaching Standards for voluntary certification of teachers.

Arizona School District/Charter School/Private School will:

- Recommend candidates for the intern program by completing the Employment Verification form.
- Provide a copy of either a Letter of Intent or contract indicating full-time contracted employment to include grade-level, content, and assigned school location for the renewal of the Intern certificate.
- Assign a mentor teacher to each school sponsored student participating in the program for the duration of the program.
- Strongly recommend that intern candidates not be assigned or have additional committee, coaching, or club responsibilities during the duration of the program.
- Notify Rio Salado College immediately if there is a change in employment status for the Intern Teacher or the teacher is placed on an improvement plan.

Both parties agree to:

1. Facilitate the exchange of data (electronic or otherwise) and other information following Family Educational Rights and Privacy Act of 1974 (F.E.R.P.A.) guidelines, that will contribute to the enhancement and improvement of this partnership and promote effective cooperation between the participating parties.
2. Complete designated student evaluations according to established timelines to meet ADE requirements and working with RSC, determine the eligibility of students to continue in the program.

Contact Information:

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School District Human Resources:

This verifies that _____ (Intern Teacher Name) has been issued a full-time contract to teach _____ (grade level/content) at _____ School.

If Special Education:

The intern is teaching in the follow setting: Resource Self-Contained Inclusion
The intern is: The Teacher of Record for _____ NOT considered the Teacher of Record
The intern will be working with the primary disabilities of:
 Cross-Category (3 of 5 disabilities) Learning Disability Hearing Impaired
 Mental Retardation/Intellectual Disabilities Emotional Disability
 Orthopedic Impairments/Other Health Impairments

School District Name: _____

HR Director/Rep. Signature: _____
(First) (Last) (Date)

HR Director/Rep. Email: _____