

MEMORANDUM OF UNDERSTANDING

**Between _____ Area School District and
York College of Pennsylvania Educational Leadership Program**

The purpose of this Memorandum of Understanding is to define the partnership between the York College of Pennsylvania principal preparation program and the school district under whose auspices a certification candidate applies to the York College of Pennsylvania Educational Leadership program. This partnership recognizes that the preparation of future school principals can best be achieved when the College and School District work cooperatively and collaboratively in selecting and preparing future school principals, assuring the effectiveness of the curriculum and instruction of the program, providing authentic and collaboratively supervised field-experiences, appropriate feedback and evaluation, while supporting the aspiring principal's growth and development into an effective school leader.

The partnership is organized through the Educational Leadership Program Steering Committee made up of a representative of each participating school district, selected Educational Leadership Faculty, and the York College of Pennsylvania Coordinator of the Educational Leadership Program.

The Educational Leadership Steering Committee will:

- Serve as the partnership decision-making body;
- Establish goals based on district-level data and needs;
- Develop a plan for collaboration and for ensuring on-going successful development of the leadership preparation program;
- Provide feedback on the effectiveness of the York College of Pennsylvania aspiring principal mentor program and identify on-going training needs;
- Evaluate the effectiveness of the partnership.

Indemnification by Area School District. _____ School District agrees to indemnify York College of Pennsylvania, its staff, graduate students, employees and agents for and from any and all liability, lawsuits, demands, claims, losses, damages and costs (including but not limited to attorneys fees) of whatsoever kind that York College of Pennsylvania may incur, suffer or be put to pay, all without limitation as to time, arising out of any act, omission, conduct or negligence of Area School District, its employees, any of its agents or any of the Area School District students.

Indemnification by York College of Pennsylvania. York College of Pennsylvania agrees to indemnify Area School District, its staff, students, employees and agents for and from any and all liability, lawsuits, demands, claims, losses, damages and costs (including but not limited to attorneys fees) of whatsoever kind that Area School District may incur, suffer or be put to pay, all without limitation as to time, arising out of any act, omission, conduct or negligence of York College of Pennsylvania staff, graduate students, or employees in connection with his or her presence at facilities under the ownership, control or possession of the Area School District.

Student Name: _____

Responsibilities of the York College Educational Leadership Program and District Partners

York College of Pennsylvania agrees to:

- Assist in the selection and training of district mentors who will support the aspiring principal's completion of authentic field-based experiences.
- Support, educate, and assess candidates.

- Provide college supervisors for each candidate's field-based experiences.

- Ensure that the intern's internship addresses the district's strategic goals.
- Assist the intern to develop a professional portfolio demonstrating mastery of performance tasks.
- In collaboration with the internship district-based mentor, evaluate and grade interns.
- Provide seminars for interns to share what they are learning, critique each other's observations and activities, discuss alternative courses of action and get feed-back from university faculty.
- Provide college supervision of the internship experience.
- Provide feedback and support to the intern.

- Maintain appropriate records and understand all college, district, and state requirements for interns.

The School District Partner agrees to:

- Contribute to the process of identifying qualified candidates

- Provide mentors for each candidate's authentic field-based experiences
- Recommend, facilitate and design additional opportunities for completion of internship activities.
- Allocate mentor time for frequent, regular contacts with the intern.
- Encourage the intern to engage in reflection and self-assessment. Provide feedback on the intern's performance in the experience.
- Consult with the intern's college supervisor as appropriate.
- Help ensure that the intern receives a comprehensive overview of the principal's responsibilities.

- Encourage district aspiring principal mentors to participate in mentor training opportunities.
- Allow the candidate to participate in intern activities held during the normal school year and, if possible, to provide the candidate some release time to do so.

This Agreement contains the entire understanding of the parties and may only be amended in whole or in part by an agreement in writing signed by both parties.

School District Representative (please print): _____

School District Representative Signature

Title/Position

Date

York College of Pennsylvania

Coordinator, Educational Leadership Program
Title/Position