



# Educator Preparation Provider/ Local Education Agency State-Recognized Partnership Agreement

<b>Educator Preparation Provider (EPP)</b>	Tennessee Technological University
--	------------------------------------

<b>Local Education Agency (LEA)</b>	Knox County Schools
-------------------------------------	---------------------

<b>Term of Agreement</b>	Fall 2020 - Spring 2021
--------------------------	-------------------------

<b>EPP Contact/Designee</b>	
<b>Name:</b> Dr. Amy Brown	<b>Title:</b> Director
<b>Email Address:</b> abbrown@tntech.edu	<b>Phone Number:</b> 931-372-3170

<b>LEA Contact/Designee</b>	
<b>Name:</b> Rodney Russell	<b>Title:</b> Human Resources
<b>Email Address:</b> rodney.russell@knoxschools.org	<b>Phone Number:</b> 865-594-1908

<b>Other Key Staff</b>	
<b>Name:</b> Susan Collins Placement Coordinator	<b>Name:</b> Suzy Hook Placement Coordinator
<b>Title:</b>	<b>Title:</b>
<b>Name:</b>	<b>Name:</b>
<b>Title:</b>	<b>Title:</b>

<b>Certification (signatures verify partnership)</b>							
<b>EPP Head Administrator</b>	<table style="width: 100%;"> <tr> <td style="width: 60%;"><b>Name:</b> Dr. Julie Baker</td> <td style="width: 40%;"><b>Date:</b> 8.12.2020</td> </tr> <tr> <td colspan="2"><b>Title:</b> Associate Dean, College of Ed.</td> </tr> <tr> <td colspan="2"><b>Signature:</b> </td> </tr> </table>	<b>Name:</b> Dr. Julie Baker	<b>Date:</b> 8.12.2020	<b>Title:</b> Associate Dean, College of Ed.		<b>Signature:</b>	
<b>Name:</b> Dr. Julie Baker	<b>Date:</b> 8.12.2020						
<b>Title:</b> Associate Dean, College of Ed.							
<b>Signature:</b>							
<b>LEA Director of Schools</b>	<table style="width: 100%;"> <tr> <td style="width: 60%;"><b>Name:</b> Bob Thomas</td> <td style="width: 40%;"><b>Date:</b></td> </tr> <tr> <td colspan="2"><b>Title:</b> Super.</td> </tr> <tr> <td colspan="2"><b>Signature:</b></td> </tr> </table>	<b>Name:</b> Bob Thomas	<b>Date:</b>	<b>Title:</b> Super.		<b>Signature:</b>	
<b>Name:</b> Bob Thomas	<b>Date:</b>						
<b>Title:</b> Super.							
<b>Signature:</b>							



**KNOX COUNTY SCHOOLS  
STAFF COORDINATION AND SIGNATURE ROUTING FORM**

20-519

Instructions: This form must accompany all actions that require the Superintendent's signature and/or Board of Education approval. Please follow Steps 1 and 2 in their entirety and then complete process with Final Step A OR B below.

School/Department Originating Action: HUMAN RESOURCES: Date: 08/12/2020

Description: EDUCATOR PREPARATION PROVIDER TENNESSEE TECHNOLOGICAL UNIVERSITY AND KNOX COUNTY SCH  
FALL 2020-SPRING 2021

*Step 1: All actions/documents must be approved by the appropriate Supervisor/Director/Executive Director/Chief of your department or school. Please note, if documents involve personnel or employment positions, they must be routed through the Executive Director of Human Resources. If documents have a budgetary impact or regard school internal funds, they must be routed through the Budget Director and/or Supervisor of Internal School Funds. If Federal funds are utilized, approval of Federal Programs Director must be obtained and if action involves grant funding, documents must be routed through the Grant Manager.*

Routing Sequence	Position	Name	Approved (Initial)	Not Approved (Initial)	Comment	Date
1	Requester	Rodney Russell	RR			8/12/20
	Supervisor/Director/Executive Director/Chief					
2	Executive Director of Human Resources	Scott Bolton	<i>[Signature]</i>			8/12/2020
	Budget Director	Joe Snyder				
	Supervisor of Internal School Funds	Garrett Raiden				
	Federal Programs Director	Cheryl Martin				
	Grant Manager	Laura Denton				

*Step 2: Once actions/documents have been approved by the Supervisor/Director/Executive Director/Chief of your department or school, they must be routed to the appropriate Assistant Superintendent/Chief for approval.*

Routing Sequence	Assistant Superintendent/Chief	Name	Approved (Initial)	Not Approved (Initial)	Comment	Date
	Chief of Staff	Renee Kelly				
3	Asst Superintendent/Chief Financial Officer	Ron McPherson				
	Chief Operating Officer	Russ Oaks				
	Asst Superintendent/Chief Academic Officer	Dr. Jon Rysewyk				



**FINALIZE ROUTING PROCESS BY COMPLETING EITHER FINAL STEP A OR FINAL STEP B BELOW.**

*Final Step A: All actions/documents requiring only the Superintendent's approval/signature should be routed directly to the Superintendent's office by using the section below.*

Routing Sequence	Position	Name	Approved (Initial)	Not Approved (Initial)	Comment	Date
	Superintendent	Bob Thomas				

*Final Step B: All actions/documents requiring approval by the Board of Education should be routed directly to the Board of Education Assistant by using the section below. Please note: The Board Assistant will route all documents requiring Law Department review which require Board/County Commission approval.*

Routing Sequence	Position	Name	Approved (Initial)	Not Approved (Initial)	Comment	Date
4	Board of Education Executive Assistant	Terri Coatney	TC		Sept 2020 BOE Agenda	8/13/20
For Board Use Only	Law Department	Gary Dupler	GTD			8/27/2020



# Educator Preparation Provider/ Local Education Agency State-Recognized Partnership Agreement

**Prompt 1:** Identify the collaboratively-developed recruitment and selection strategies and goals. (500 words)

The collaborative partnership between Tennessee Tech University (EPP) and district partners share responsibility for continuous improvement of the educator prep program, helping establish and maintain expectations for candidate preparation, placement, and program completion.

1) Recruitment goals and strategies were developed to:

- Conduct face to face communication with stakeholders:
  - o Collaborate to create dual credit and enrollment opportunities for engagement and recruitment
  - o Collaborate with P-12 partners on annual Education Fair – recruitment targeting 300+ candidates and 50+ districts
  - o EPP attends monthly Upper Cumberland Director's meeting (17 districts).
  - o EPP hired CoED Recruitment and Marketing Coordinator to recruit within P-12 partner districts.
  - o EPP facilitates a Teacher Education Committee (TEC) that collaborates monthly on curriculum, selection criteria, criteria for clinical educators, partnership agreements, etc. Members of the TEC include EPP and district-level personnel (principals, teachers).

2) Analyze data to inform recruitment of high-needs areas:

- EPP attends monthly Upper Cumberland Director's meeting (17 districts).
  - o Share high-needs content areas
- Doubled recruitment area in past two academic years
- CoED Recruitment and Marketing Coordinator uses data sources to recruit within P-12 partner districts.
  - o Gender
  - o Race
  - o Geographic location
  - o Identify feeders for diverse students
  - o Uses DOE demographic data via DOE website

3) Identify structures and systems to support recruitment efforts:

- Structures and Systems:
  - o EPP hired CoED Recruitment and Marketing Coordinator to recruit within P-12 districts.
  - o Campus visits for P-12 students
    - Personalized visits for P-12 students led by EPP deans, department chairs, and Recruitment/Marketing Coordinator
  - o Collaborate to create dual credit and enrollment opportunities for engagement and recruitment
    - EPP offers dual enrollment opportunities within the P-12 schools to help meet the new state requirement of EPSO (early post-secondary opportunities) units at the secondary level. EPP met with districts and worked together with university administration, P-12 district administration, and targeted teachers to plan the course and resolve logistical concerns.
  - o EPP personnel presenting to P-12 faculty and students
    - EPP facilitates professional development for current P-12 teachers which serves as an indirect recruitment strategy
    - Faculty presentations/visits to community colleges
    - EPP advisors meet with prospective students weekly and send handwritten notes to all prospective students after campus \ visits
    - EPP hosts full-day visits for P-12 group
  - o Other recruitment efforts
    - EPP provides flyers and posters disseminated at community colleges and P-12 schools (targeting diverse populations)
    - Use of digital signage and social media
    - EPP provides job opportunities via web page for candidates
    - EPP places 200+ candidates per year in 50+ districts for potential job opportunities
    - EPP provides 50+ districts with job-embedded licensure opportunities to satisfy hard-to-staff endorsement areas
    - EPP disseminates P-12 job-opportunities via email to qualifying post-bacc candidates

# Educator Preparation Provider/ Local Education Agency State-Recognized Partnership Agreement

**Prompt 2:** Identify how entities will collaborate to **select, prepare, evaluate, support, and retain high-quality clinical educators**, both provider and school-based, who demonstrate a positive impact on candidates' development and pre-K-12 learning and development. **(500 words)**

- 1) Collaborate to determine criteria/protocols for selecting highly effective clinical mentors
  - EPP organizes candidate requests to send to districts. Upon receiving placement requests, P-12 partners provide the EPP with mentormatches.
  - Clinical mentors chosen to work with candidates shall demonstrate necessary teaching and interpersonal skills.
    - For field experience/practicum candidates, clinical mentors
      - Have completed at least 1 evaluation cycle
      - Are certified in area(s) they teach
    - For teacher candidates, clinical mentors
      - Are identified as highly effective
      - Demonstrate interpersonal skills
      - 4+ yrs., full-time teaching experience
      - Appropriate certification
      - Received positive evaluations
      - Potential to work collaboratively
  - In initial INSL course, EPP faculty meet with each candidate and P-12 school administrator to identify a highly effective mentor. Mentor will remain with candidate throughout entire INSL program (if mentor does not relocate). EPP requires mentor to be the current principal or assistant principal.
- 2) Identifies criteria/protocols for selecting clinical supervisors:
  - Recommendations from P-12 partners for hiring clinical supervisor:
    - Supervisors are EPP faculty and former P-12 administrators/teachers recommended to EPP by P-12 partners.
    - Supervisor criteria and requirements
      - Application
      - Interview
      - Master's degree (or higher)
      - P-12 experience
      - TEAM knowledge
      - Annual training
      - Candidate seminars
      - Mentor orientations
  - EPP faculty supervise the INSL candidates. No temporary/hourly supervisors are hired.
- 3) Clinical mentors observed and provided feedback:
  - Candidates assess clinical mentor/experience via online site evaluation. Mentors are evaluated on a Likert scale (i.e. teaching strategies, assessing student learning, behavior management). EPP uses evaluation data to determine mentor eligibility to host future teacher candidates.
  - EPP faculty supervise INSL candidates. EPP faculty observe and provide feedback to clinical mentors (P-12 school administration) via Mentor Assessment and the Completion of Clinical Activities Reported Experiences (CARE) document.
- 4) Clinical supervisors observed and provided feedback:
  - Based on feedback from mentors and candidates, the EPP has implemented evaluations for clinical supervisors by mentors and candidates via online evaluation forms. Mentors and candidates rate supervisors, on a Likert scale (i.e. availability, support of mentor/candidate, etc.) EPP compiles, analyzes, and shares evaluation data.
  - EPP/ faculty supervise INSL candidates, P-12 administrators observe EPP faculty (in supervisory role) via email, phone, and face-to face meetings/visits.

# **Educator Preparation Provider/ Local Education Agency State-Recognized Partnership Agreement**

5) Collaboration to retain clinical educators:

- Clinical mentors and supervisors
  - EPP shares with P-12 partners the aggregated data to make evidence-based decisions about clinical mentors and supervisors. Clinical educators (both residency and practicum) may be retained or dismissed based on data.
- EPP faculty visit candidates' P-12 schools a minimum of 1 time each semester. Visits allow EPP faculty to collaborate with and retain clinical mentors.

6) Ensures clinical educators are provided growth opportunities:

- Teacher Education Committee (TEC)
  - Venue for ongoing decision-making related to selection, curriculum, and continuous improvement.
  - Co-construction of instruments, evaluation tools, and criteria for selection of mentor teachers.
- Open lines of communication including formal and informal visits to schools by EPP to provide support to clinical educators
- Annual TEAM training facilitated by EPP