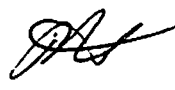



Memorandum of Understanding
Between
Fairfield-Suisun Unified School District and
Fairfield-Suisun Unified Teachers Association
Curriculum and Instruction Coaches K-12
May 7, 2008

1. This Memorandum of Understanding becomes effective upon signatures.
2. This Memorandum of Understanding shall be added to the contract as Appendix _____ and shall be referenced in Article 21. The reference shall read: "See Curriculum and Instruction Coaches K-12 Memorandum of Understanding Appendix _____."
3. The Curriculum and Instruction Coach shall not report, orally or put in writing, any observations from unit members' classrooms that may or could be used in evaluation or provide commentary that would effectively recommend the same. Any written communications from the Curriculum and Instruction Coach shall be given directly to the Unit member who was assisted by the Curriculum and Instruction Coach. No electronic, written, or oral communication shall be given to District and/or site administrators concerning working with unit members.
4. Curriculum and Instruction Coaches shall only assist classroom teachers who volunteer for assistance.
5. Curriculum and Instruction Coaches shall prioritize time to assist interns or any temporary unit members who request assistance from Curriculum and Instruction Coaches.
6. Curriculum and Instruction Coaches shall serve for a term of no more than five (5) years. Curriculum and Instruction Coaches may not be selected as FSUSD administrators following the conclusion of their services as a Curriculum and Instruction Coach for a period of one (1) year following the end of their term as a Curriculum and Instruction Coach.
7. Curriculum and Instruction Coaches shall have the right to return to their previous positions after the first year of their appointment. If their prior position has been eliminated, the unit member shall have the right to select from available open positions based on District seniority.
8. Curriculum and Instruction Coaches shall be supervised by only one (1) Administrator, a designated District Office Administrator.
9. Fourteen (14) Curriculum and Instruction Coaches shall be selected for the 2008-2009 school year. Except in the first specified terms listed in Item 10 below, the maximum term shall be five (5) years.
10. In starting the staggering of terms in the school year 2008-2009: Four (4) positions will conclude their term at the end of the 2013-2014 school year; Five (5) positions will conclude their term at the end of the 2014-2015 school year; and five (5) positions will conclude their term at the end of the 2015-2016 school year. Thereafter, these positions will be filled with staggered five-year terms.
11. Subsequently, if fewer than fourteen (14) Curriculum and Instruction Coaches are selected, the Association and the District shall meet to jointly agree upon the staggering of the terms.

 5/18/08


R. Loussaint
5/7/08

PRIMARY FUNCTION:

To assist the District Office Supervisors in the planning and/or conducting of staff development activities related to curriculum alignment, the creation of assessments, student intervention/differentiated instruction, and instructional strategies. Coaches will train staff in core curriculum and cross-curricular engagement strategies. Coaches will assist the District Office Supervisors in providing effective modeling/coaching and demonstration lessons to support implementation of core curriculum. Coaches will analyze data and assist in program development. Coaches shall not participate, in any manner, in the evaluation process (verbally or in written form) of unit members.

DIRECTLY RESPONSIBLE TO: Curriculum and Instruction Coaches shall be supervised by only one (1) Administrator, a designated District Office Administrator (Title to be added by the District before the first working day of this new position)

RELATIONSHIP TO STUDENT ACHIEVEMENT:

Assist district office supervisors and staff in organizing and implementing programs and strategies that will benefit student achievement.

ASSIGNED RESPONSIBILITIES:

1. Assist supervisors in analyzing data as the basis of prescriptive interventions and the application of differentiated instructional strategies.
2. Plan, organize and conduct ongoing staff development for teachers and support staff in the areas of state and district adopted core curriculum, English-Language Development, differentiation, and engagement strategies.
3. If a unit member voluntarily agrees to a coach's assistance, the coach may provide ongoing modeling, coaching, and demonstration of effective strategies and lessons for core, ELD, and intervention programs.
4. If an Intern or any temporary unit member voluntarily agrees to the coach's assistance, the coach shall prioritize his/her time to provide such assistance.
5. Facilitate, plan, and team to conduct in-service training, workshops, and study groups that promote effective interventions in content areas.
6. Assist supervisors and staff in developing, organizing, and implementing a school-wide, comprehensive intervention program to meet the needs of all learners.
7. Assist supervisors and staff in development of the Single Plan for Student Achievement.
8. Assist and facilitate in establishing a professional literature library at assigned sites.
9. Perform duties and responsibilities appropriate to student intervention, Direct Instruction, and/or the content training needs of staff and the District.
10. Assist in the planning and development of a cohesive and comprehensive district-wide instructional delivery system, to include factors, such as state and district standards.

Ann Pearson
5/7/08

Rosemary Loussicent
5/7/08

SUPERVISION EXERCISED OR RECEIVED:

RECEIVED: Curriculum and Instruction Coaches shall be supervised by only one (1) Administrator, a designated District Office Administrator (Title to be added by the District before the first working day of this new position)

MINIMUM QUALIFICATIONS:

1. Minimum of six (6) years teaching experience and demonstrated experience with coaching and mentoring.
2. Knowledge of analyzing data as the basis for instructional decisions.
3. Experience in facilitating and leading staff members in collaborative goal-oriented work.
4. Knowledge of effective pedagogical strategies.
5. Knowledge of the state-adopted academic content standards and frameworks.
6. Effective interpersonal and communication skills.
7. Demonstrated commitment to personal professional growth.
8. Ability to use technology effectively.
9. Ability to work as a member of a district-wide team and take a leadership role when necessary.
10. Minimum of six (6) years of classroom teaching with extensive knowledge, background, and training in K-12 in the areas of English-Language Arts, English Language Development, math, and/or content area of expertise.
11. Must have proper ELD Certification.

PHYSICAL ACTIVITY REQUIREMENTS:

Work Position (Percentage of Time):

Standing: 30 Walking: 20 Sitting: 50

Body Movement (Frequency):

<u>None (0)</u>	<u>Limited (1)</u>	<u>Occasional (2)</u>	<u>Frequent (3)</u>	<u>Very Frequent (4)</u>
Lifting (lbs.): 15-18		Lifting: 2		Bending: 2
Pushing and/or Pulling Loads: 1		Reaching Overhead: 1		Kneeling or Squatting: 1
		Climbing Ladders: 0		Climbing Stairs: 2

Work year —184 days and six (6) additional days at the unit member's per-diem pay for professional growth and training.

Ann Pearson
5/7/08

Rosemary Loussaint
5/7/08