
ADMINISTRATIVE SERVICES CREDENTIAL CLEAR INDUCTION AGREEMENT

THIS AGREEMENT is made and entered into by and between Brandman University hereinafter called the "UNIVERSITY," and Azusa Unified School District, hereinafter called "FIELDWORK SITE."

I. RESPONSIBILITIES OF THE UNIVERSITY

- A. The UNIVERSITY will assure that the clear credential candidate has met the requirements for enrollment in its clear credential program.
- B. The UNIVERSITY shall designate an induction coach to support the clear credential candidate's activities included in the candidate's individualized induction plan.
- C. The UNIVERSITY shall promote a collaborative partnership that provides opportunities for the supervisor to identify potential strategic goal topics and encourages supervisor support of the clear candidate's strategic goals based on the CPSEL Elements and UNIVERSITY program.
- D. The UNIVERSITY induction coach shall meet twice yearly with the supervisor who is responsible for the supervision and evaluation of the clear candidate with whom they support.

II. RESPONSIBILITIES OF THE FIELDWORK SITE

- A. The FIELDWORK SITE shall provide professional and administrative experiences to the clear candidate to meet the Administrative Services Credential Clear Induction Program requirements.
- B. Comply with all federal, state and local statutes and regulations applicable to the operation of the program, including without limitation, laws relating to the confidentiality of student records.
- C. The FIELDWORK SITE staff shall comply with APPENDIX A regarding the FIELDWORK SITE'S supervision of UNIVERSITY students.

III. THE PARTIES MUTUALLY AGREE

- A. Neither party shall discriminate in the assignment of the candidate on the basis of race, color, disability, sex, religion, national origin, ancestry, sexual harassment, or any other basis prohibited by law.
- B. Both parties acknowledge they are independent contractors, and nothing contained in this Agreement shall be deemed to create an agency, joint venture, franchise or partnership relation between the parties and neither party shall so hold itself out. Neither party shall have the right to obligate or bind the other party in any manner whatsoever, and nothing contained in this Agreement shall give or is intended to give any right of any kind to third persons.
- C. Any failure of a party to enforce that party's right under any provision of this Agreement shall not be construed or act as a waiver of said party's subsequent right to enforce any provisions contained herein.
- D. Notices required or permitted to be provided under this Agreement shall be in writing and shall be deemed to have been duly given if mailed first class to the parties that signed this agreement and to the addresses below.

FIELDWORK SITE CONTACT INFORMATION:
Azusa Unified School District
546 S. Citrus Ave.
Azusa, Ca. 91702
(626) 967-6211

UNIVERSITY CONTACT INFORMATION:
Brandman University
16355 Laguna Canyon Road
Irvine, CA 92618
Attn: School of Education, Dean
Tel: (949) 341-9811

- E. If any term or provision of this Agreement is for any reason held to be invalid, such invalidity shall not affect any other term or provision, and this Agreement shall be interpreted as if such term or provision had never been contained in this Agreement.
- F. In the event of any material default under this Agreement, which default remains uncured for a period of twenty-one (21) days after receipt of written notice of such default, or in the event of the loss of WASC accreditation by the UNIVERSITY, this Agreement may be immediately terminated by the non-defaulting party.
- G. This Agreement fully supersedes any and all prior agreements or understandings between the parties or any of their respective affiliates with respect to the subject matter hereof. No change, modification, addition, amendment, or supplement to this Agreement shall be valid unless set forth in writing and signed and dated by both parties hereto subsequent to the execution of this Agreement.
- H. This Agreement shall be construed in accordance with the laws of the State of California in effect at the time of the execution of this Agreement. Should either party institute legal action to enforce any obligation contained herein, it is agreed that the proper venue of such suit or action shall be Orange County, California.

IV. TERM AND TERMINATION OF AGREEMENT

- A. THE TERM of this Agreement shall be effective October 24, 2022 and shall continue in full force and effect through June 21, 2023. This Agreement may be renewed for one (1) additional term of the contract by mutual written consent of the parties.
- B. THIS AGREEMENT may be terminated by either the UNIVERSITY or the FIELDWORK SITE with or without cause upon thirty (30) days written notice provided that (subject to the other terms of this Agreement) all candidates performing fieldwork at the time of notice of termination are given the opportunity to complete their fieldwork at the Fieldwork Site.

SIGNATURES:

FIELDWORK SITE: Signature:

Name: _____

Title: _____

Date: _____

UNIVERSITY:

Signature:



Phillip L. Doolittle

Executive Vice COfficere

Appendix A

Specific Requirements for Administrative Services Credential Clear Induction Program

School Administration Fieldwork:

- A. The FIELDWORK SITE shall provide the clear credential candidate with adequate time during the work day to participate in individualized, job-embedded support and guidance provided by the UNIVERSITY induction coach.
- B. The FIELDWORK SITE shall provide the clear credential candidate with experiences in a variety of educational programs.
- C. The FIELDWORK SITE supervisor shall meet twice yearly with the UNIVERSITY induction coach to collaboratively record the progress toward the clear candidate's goals and action steps taken during and between coaching sessions on the Collaborative Coaching Log. The Collaborative Coaching Log explicitly indicates the CPSEL(s) in which the clear candidate actions address to ensure that coaching is focused on the individual needs of the school leader and their development of the professional standards for educational leaders.