

Intern's Name: \_\_\_\_\_ District: \_\_\_\_\_

Campus: \_\_\_\_\_ Placement/Assignment: \_\_\_\_\_

Principal's Name: \_\_\_\_\_ Principal's E-mail: \_\_\_\_\_

The Region 13 ECP is a rigorous path to the classroom. Teachers who are products of ECP are entrusted with the education, safety, and the lives of the students under their care. As such, there are a number of requirements that all participants must meet to ensure that the learning needs of all students are met. Participation in ECP obligates the campus to the following responsibilities:

1. Hire the intern as a full-time teacher of record and complete all standard employment procedures. This intern must teach in a placement aligned to his/her area of certification.
  2. Assign a mentor teacher who will provide campus support to the intern during the entire school year. **The most important attribute of a mentor is that person's willingness to provide time and support to the ECP intern.** Mentor teacher qualifications should include: certification in the intern's area of certification; a minimum of three years classroom teaching experience; satisfactory or above rating on PDAS or an equivalent appraisal system; strong collaboration skills.
  3. Encourage the assigned mentor to participate in 9 hours of professional development provided by ECP which consists of :
    - Participating in three 3-hour evening or Saturday "Structured Conversation" sessions with the mentee in September, October, and February
    - Completing 3 dialogue forms with the mentee per semester
- NOTE:** The mentor will receive a stipend of \$200 per semester for completing the requirements and assisting the novice teacher.
4. Provide release time and support for the mentor/intern to observe and/or meet with each other during the school year.
  5. Provide release time for the intern to observe other master teachers 6 times during the school year.
  6. Allow the intern to attend all ECP classes which are held evenings and Saturdays. Lack of attendance could cause the intern to be dismissed from the program.
  7. Allow ECP staff to observe the intern's teaching. This includes allowing ECP staff to collect aggregate student level and school demographic and academic data, as well as data related to the intern's teaching practices and employment history.
  8. Provide current information regarding the intern's performance to ECP. This includes submitting a mid-year report on the intern's progress.
  9. **Contact ECP immediately if the intern is not performing satisfactorily** (512-919-5338). If needed, the intern's Specialist will work with campus administrators to develop an ECP growth plan to provide the intern with necessary support.
  10. Evaluate the overall performance of the intern and, if the intern has met your expectations, sign and return the Principal's Recommendation for Certification form to ECP in May.
  11. Provide a copy of the intern's formal summative appraisal to the ECP.
  12. Sign and return this agreement to ECP indicating your commitment to the terms of this agreement.

You may mail or fax this to:  
ESC Region 13 – ECP  
5701 Springdale Road  
Austin, Tx 78723  
Fax: 512-919-5320 –Attn: ECP

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Campus Principal's Signature/Date