



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

<b>Educator Preparation Provider (EPP)</b>	Tennessee Tech University
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<b>Local Education Agency (LEA)</b>	Knox County Schools
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<b>Term of Agreement</b>	Fall 2022-Spring 2023
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<b>EPP Contact/Designee</b>	
Name: <b>Dr. Amy Brown</b>	Title: <b>Director, Teacher Ed.</b>
Email Address: <b>abbrown@tntech.edu</b>	Phone Number: <b>931.372.3170</b>

<b>LEA Contact/Designee</b>	
Name: <b>Crystal Pratt</b>	Title: <b>LEA Placement Administrator/HR Generalist</b>
Email Address: <b>crystal.pratt@knoxschools.org</b>	Phone Number: <b>865.594.1920</b>

<b>Other Key Staff</b>	
Name: <b>Alex Moseman</b>	Name: <b>Susan Collins</b>
Title: <b>Executive Director of Talent Acquisition</b>	Title: <b>TTU Placement Coordinator</b>
Name:	Name: <b>Suzy Hook</b>
Title:	Title: <b>TTU Placement Coordinator</b>

<b>Certification (signatures verify partnership)</b>	
<b>EPP Head Administrator</b>	Name: <b>Dr. Julie Baker</b> <span style="float: right;">Date: <b>11/16/2022</b></span> Title: <b>Assoc. Director, COEd</b> Signature:
<b>LEA Director of Schools</b>	Name: <b>Dr. Jerry Rysewyk</b> <span style="float: right;">Date: <b>11/16/2022</b></span> Title: <b>Director/Superintendent</b> Signature:

## 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:

- + Collaborate to create dual credit and enrollment opportunities for engagement and recruitment
- + Collaborate with P-12 partners on annual Education Fair – recruitment targeting 300+ candidates and 50+ districts
- + EPP attends monthly Upper Cumberland Director's meeting (17 districts).
- + EPP hired CoED Recruitment and Marketing Coordinator to recruit within P-12 partner districts.
- + EPP facilitates a Teacher Education Committee (TEC) that collaborates monthly on curriculum, selection 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).

- + 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.

- + Gender
- + Race
- + Geographic location
- + Identify feeders for diverse students
- + Uses DOE demographic data via DOE website

3) Identify structures and systems to support recruitment efforts:

\*Structures and Systems:

- + EPP hired CoED Recruitment and Marketing Coordinator to recruit within P-12 districts.
- + Campus visits for P-12 students
  - Personalized visits for P-12 students led by EPP deans, department chairs, and Recruitment/Marketing Coordinator
- + 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 P-12 district administration to target teachers to plan the course and resolve logistical concerns.
- + EPP personnel presenting to P-12 faculty and students
  - EPP facilitates PD 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 then send handwritten notes to all prospective students after campus visits.
  - EPP hosts full-day visits for P-12 groups.
- + Other recruitment efforts
  - EPP provides fliers 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 mentor matches.
  - \*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
      - Certified in area(s) they teach
    - + For teacher candidates, clinical mentors
      - Identified as highly effective
      - Demonstrate interpersonal skills
      - 4+ yrs. full-time teaching experience
      - Appropriate certification
      - Received positive evaluations
  - \*In initial INSL course, EPP faculty meet with candidates and P-12 school administrators to identify highly effective mentors. Mentor will remain with candidate throughout entire INSL program (if mentor does not relocate). EPP requires mentor to be the current principal/assistant principal.
- 2) Identifies criteria for selecting clinical supervisors:
  - \*Supervisors are EPP faculty, former P-12 administrators/teachers recommended to EPP by P-12 partners.
    - + Supervisor criteria and requirements
      - Application
      - Interview
      - 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 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 candidates.
  - \*EPP faculty supervise INSL candidates. EPP faculty provide feedback to clinical mentors (P-12 school administration) via Mentor Assessment and Completion of Clinical Activities Reported Experiences (CARE) document.
- 4) Clinical supervisors observed and provided feedback:
  - \*EPP has implemented evaluations for clinical supervisors by mentors and candidates via evaluation forms. Supervisors are evaluated on a Likert scale (i.e. availability, support of mentor/candidate).
  - \*EPP faculty supervise INSL candidates, P-12 administrators observe candidates (in supervisory role).
- 5) Collaboration to retain clinical educators:
  - \*Clinical mentors and supervisors
    - + EPP shares with P-12 partners data to make evidence-based decisions about clinical mentors and supervisors. Clinical educators 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

**KNOX COUNTY BOARD OF EDUCATION**

This Document is approved by the Knox County Board of Education on the 9th day of November, 2022, as reflected in its minutes, and certified by its Chairperson.

  
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Kristi Kristy, Chair

Date: 11-09-2022

Approved by  
Knox County Board of Education

11/9/2022 

**KNOX COUNTY GOVERNMENT**

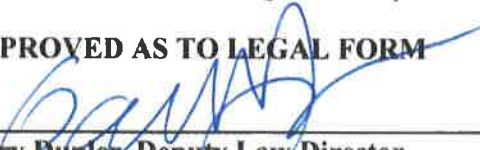
  
\_\_\_\_\_  
Glenn Jacobs, Mayor

Date: 11/14/22

**KNOX COUNTY LAW DEPARTMENT**

CONTRACT #: 22-710

APPROVED AS TO LEGAL FORM

  
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Gary Dupler, Deputy Law Director

Date: 10/29/2022



**KNOX COUNTY SCHOOLS  
STAFF COORDINATION ROUTING FORM FOR BOARD OF EDUCATION APPROVAL**

22-710

**Instructions: This form (two pages) must accompany all actions that require the Board of Education's approval. Please follow Steps 1 and 2 in their entirety and then complete process with Final Step.**

School/Department Originating Action: Human Resources Date: 10/17/2022

Description: Renewal State Recognized Partnership Agreement with Tennessee Tech University for Board approval. This is for the 2022-2023 school year.

**Step 1: All actions/documents must be approved by the appropriate Supervisor/Director/Executive Director/Chief/Assistant Superintendent of your department or school. [Documents that have a budgetary impact or regard internal school funds must be approved by the Chief Financial Officer, Budget Director, and/or Internal School Funds Director. Documents related to Federal funding must be approved by the Federal Programs Director. Grant documents and/or applications must be approved by the Grants Specialist. Documents related to personnel or employment positions must be approved by the Executive Director of Human Resources Operations.] If actions/documents are not approved or are overridden, comment section must be completed.**

Routing Sequence	Position	Name	Approved (Initial)	Not Approved (Initial)	Comment (List Fiscal Implications)	Date
1	Requester	Alex Moseman	AM			10/17/22
	Supervisor/Director/Executive Director/Chief					
	Chief Financial Officer	Ron McPherson				
	Budget Director	Joe Snyder				
	Internal School Funds Director	Garrett Raiden				
	Federal Programs Director	Cheryl Martin				
	Grants Specialist	Laura Denton				
	HR Operations Executive Director	Scott Bolton				

**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 for approval.**

Routing Sequence	Assistant Superintendent/Chief	Name	Approved (Initial)	Not Approved (Initial)	Comment	Date
	Assistant Superintendent of Academics	Keith Wilson				
2	Assistant Superintendent of Business and Talent	Jennifer Hemmelgarn	JH			10/17/22
	Assistant Superintendent of Operations	Garfield Adams				
	Assistant Superintendent of Strategy	Liz Norton				
	Assistant Superintendent of Student Success	Jason Myers				

**FINALIZE ROUTING PROCESS BY COMPLETING FINAL STEP A BELOW.**

**Final Step: All actions/documents requiring the Board's approval should be routed directly to the Board of Education office along with page 2 of this form by using the section below.**

Routing Sequence	Position	Name	Approved (Initial)	Not Approved (Initial)	Agenda Date: <u>Nov 2022</u>	Date
3	Executive Assistant to Board of Education	Terri Coatney				

**FOR BOARD OF EDUCATION OFFICE USE ONLY.**

Routing Sequence	Legal Review	Name	Approved (Initial)	Not Approved (Initial)	Comment	Date
N/A	Law Department	Gary Dupler	GD			10/29/2022



**KNOX COUNTY BOARD OF EDUCATION**  
**Agenda Item Fiscal Note**

**Description**

Request for approval of the State Recognized Partnership Agreement with Tennessee Tech University for the 2022-2023 school year

**Cost to Knox County Schools**

No cost to Knox County Schools

**Description and type of funding source:**

N/A

**For Grants: Letter of Approval from the KCS Grants Department must be attached.**