Transitional Teacher Placement Contract

This Transitional Teacher Placement Contract ("Contract"), effective _____________, 20___ ("Effective Date"), is entered into by and between the University of Nebraska at Kearney’s (UNK) College of Education and __________________________ (the "Participating School System"). The purpose of the Contract is to provide for payment by the Participating School System to the UNK College of Education for services in advising, placing and monitoring/supervising a teacher with a Transitional Teaching Permit.

The two parties agree to the following:

Definitions:

1. **Effective Date of Contract:** A Contract will be sent to the Participating School District upon placement of a Transitional Teacher. The Contract will be in effect on the date that a Participating School System signs a contract to hire a teacher with a Transitional Teaching Permit for whom the Transitional Certification Program has prepared a Transitional Plan.

2. **Participating School System:** Any Nebraska school system that contacts the Transitional Certification Program for assistance in hiring a Transitional Teacher. The school system must have made an effort to fill the position with an already qualified and certificated teacher by advertising for the position.

3. **Transitional Teacher Candidate:** An applicant for a teaching position who qualifies for a Transitional Permit in accordance with Rule 21 of Nebraska Department of Education regulations.

4. **Transitional Teacher:** A Transitional Teacher Candidate who is hired by a Participating School System. He/she agrees to complete all requirements necessary to be recommended by the University of Nebraska at Kearney for initial certification within three years.

5. **Transitional Certification Program (TCP):** A program in the College of Education at the University of Nebraska at Kearney that provides services to Participating School Systems and qualified Transitional Teacher Candidates. These services include, but are not limited to: initial determination of eligibility, assistance with documentation preparation, supervision arrangements, records maintenance, continual support and follow-up throughout the program.

6. **Transitional Certification Program Fee:** A charge to Participating School Systems by the University of Nebraska at Kearney to defray administrative, supervisory, and other operating expenses in the Transitional Certification Program. Responsibility for payment of this fee belongs to the Participating School System, and not the Transitional Teacher. **NOTE:** This fee does not defray the cost of tuition incurred by the Transitional Teacher Candidate.

7. **Transitional Plan:** An outline of the processes to be completed for the Transitional Teacher to obtain initial certification. This includes the completion of the online professional
education course sequence in the University of Nebraska at Kearney Transitional Certification Program and any content coursework required for completion of the Candidate’s selected endorsement area.

Responsibilities:

The Participating School System agrees to:

1. Sign the *Transitional Teacher Placement Contract* and the *TCP Contract for Participation*.

2. Provide services agreed to in the *Transitional Teacher Placement Contract*:
   - Complete the *Documentation of School System’s Effort to Fill Vacancy* for initial issuance of the Transitional Teaching Permit, and provide to the TCP.
   - Complete the *Agreement Statement*, and on an annual basis thereafter when there is intent to rehire the Transitional Teacher, and provide to the TCP.
   - Complete the *School System Mentoring/Supervision Plan of the Transitional Permit Teacher*, and on an annual basis thereafter, and provide to the TCP.
   - Support the Transitional Teacher’s participation in required pre-teaching seminars, mentoring, and professional development activities as outlined by the candidate’s Transitional Plan, paying/reimbursing all related expenses relative to his/her participation in these activities, such as substitute teachers, mileage, hotels, and meals; and allowing time for the candidate to take required Praxis tests for certification that could not otherwise be scheduled on non-teaching days.

3. Prepare a check for $2,000 ($1,000 if Transitional Teacher was previously employed under a transitional permit by another school district) made payable to the University of Nebraska at Kearney.

4. Return both signed contract and check to:
   Wendy L. McCarty, Ed.D., Director, Transitional Certification Program
   B159 College of Education
   University of Nebraska at Kearney
   Kearney, NE 68849

The UNK Transitional Certification Program agrees to:

1. Sign the *Transitional Teacher Placement Contract* and the *TCP Contract for Participation*.

2. Provide services identified in the *Transitional Teacher Placement Contract*:
   - Review Transitional Teacher Candidate’s transcripts and write a Transitional Plan leading to initial certification.
• Arrange for four supervisory visits in the first semester, two visits in the second semester, one visit in the third semester, and two visits in the final semester to the Transitional Teacher’s classroom.
• Maintain contact with the Transitional Teacher throughout participation in the program to assess progress on the Transitional Plan.
• Document completed requirements of Transitional Teacher and Participating School System.
• Assist the Transitional Teacher with completion of annual renewal of permit.
• Recommend the Transitional Teacher for initial certification upon successful completion of the program.


4. Send an Invoice for $2,000 ($1,000 if Transitional Teacher was previously employed under a transitional permit by another school district) to Participating School System along with the TCP Contract for Participation.

5. Upon receipt of the Program Fee payment, forward required documents to the Nebraska Department of Education for issuance of the Transitional Permit.

5. Refund 50% of the Program Fee if the Transitional Teacher does not complete the first semester of employment ^.

_____________________________________________  ______________________
Signature of Superintendent/Authorized Representative*  Date

_____________________________________________  ______________________
Signature of UNK Authorized Representative  Date

*or by area or diocesan superintendent if employed in a non-public school
^Refund form available from the Transitional Certification Program upon request.