



Clinical Teacher of Record (CTR) Partnership Agreement

MEMORANDUM OF UNDERSTANDING

Jefferson County Schools & Shepherd University Educator Preparation Program

This agreement sets forth the expectations, roles, and requirements for the Educator Preparation Program at Shepherd University (SU EPP) and Jefferson County Schools (JCS) to fulfill the requirements of the Clinical Teacher of Record (CTR) Program outlined in West Virginia Board of Education (WVBE) Policy 5100, as per W. Va. Code §126-114-8.

The goal of this CTR partnership agreement is to meet the need of the school district to place a well-prepared, highly effective teacher in position(s) for which no fully certified teacher has been employed. The identified, eligible CTRs will receive a stipend while the CTR placements serve as the required clinical experience for completing their program of study. The following components describe the roles and responsibilities, support for the clinical teacher of record, and budgetary arrangements of the CTR Program:

The undersigned school district superintendent, the undersigned officials for the EPP at Shepherd University, in consultation with the undersigned IHE President, have all agreed to the following:

Candidate Recruitment, Eligibility, and Placement

Recruitment: When the West Virginia Board of Education (WVBE)-approved CTR agreement is in place, the school district superintendent will communicate with the EPP partner if a need arises in a school to seek eligible CTR candidates. The school district will provide to the EPP and keep records verifying that the selected CTR was the most qualified person for the position (unable to employ a fully certified teacher in that position-copies of unfilled position postings) and that the position is the same content and programmatic level for which the candidate is seeking licensure.

Eligibility: To be eligible for the CTR position, the teacher education candidate must meet the current requirements of Policy 5100 for a Clinical Teacher of Record, §126-114-8.2 (outlined [HERE](#)):

- Have completed the content preparation courses with a minimum 3.0 GPA in the area of specialization;
- Have the proficiency score(s) on the state competency exam(s) in pre-professional skills or qualify for an exemption as described in section 5.5.c [of Policy 5100]; and
- Have met the proficiency score(s) on the state competency exam(s) in content or qualify for an exemption as described in Policy 5202 in the area for which [they are] seeking certification.

Placement: The Field Placement Coordinator, Director of the School of Education, and/or Coordinator of Educator Preparation Program at Shepherd University will verify that the CTR candidate meets all requirements of Policy 5100 and send the information to the school district. If the school district finds the CTR candidate acceptable, the school district will enter a formal agreement with the EPP and place the CTR in the vacant position. The agreement will contain all pertinent arrangements and details, assessments to be used during the CTR service, and grounds for dismissal from the CTR program if the teacher candidate does not meet the expectations and requirements of Shepherd University and the school district named herein. The CTR's placement will be based upon the EPP's student teaching / Residency II schedule.

Policy 5100 Section 8 Authorization

The agreement established between Shepherd University and Jefferson County Schools was previously submitted to the West Virginia Educator Preparation Program Review Board (EPPRB) for consideration and received approval by the WVBE.

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Timeline for Implementation of the CTR Agreement

Shepherd University and Jefferson County Schools received approval from the WVBE to move forward with the CTR program after receiving approval from the EPPRB. The CTR Program will operate until dissolved by the institution or the School district. ***The CTR financial agreements (Appendix A) must be renewed every year prior to the beginning of the district's academic year.*** Copies of such agreement shall be kept by both the IHE and the district. Renewal of financial agreements will not require EPPRB or WVBE approval unless substantive changes are made to the financial agreement. Beginning and ending dates for each CTR placement will be reported on the CTR application form.

Specific Details for Supervision and Mentoring by the EPP, the School Principal, Peer and Mentor Teachers, and/or the District Professional Support Team

- Shepherd University and Jefferson County Schools recognize that a CTR is not a beginning teacher but a student teacher who needs coaching, modeling, and mentoring through all component tasks of the CTR service. The CTR will be required to participate in all Shepherd University EPP teacher candidate meetings, professional development sessions, and assignments in addition to professional development and activities required by the school district. ***NOTE: The student teaching / Residency II meeting schedule will include a one-day orientation that the CTR will be required to attend. If the orientation occurs after the CTR's placement has begun, the CTR will be excused from the placement for the day, and the district will obtain a substitute or other replacement for the CTR for the day.***
- Shepherd University will provide an EPP supervisor who will observe, evaluate, and follow all procedures used with any student teacher / Residency II candidate in a clinical experience and will meet regularly with the CTR and CTR county mentor.
- The school district will assign an experienced mentor teacher to the CTR, following WVDE Policy and the Shepherd University guidelines for support and assessment of student teaching. With the CTR, the school principal will follow support and supervision protocols used with other teachers.
- Although the CTR will participate in professional development activities at Shepherd University, the school district may require additional professional development during the timeframe of the CTR service. The CTR will participate in all Faculty Senate, staff, and content area meetings.
- The school district will re-post the position at the conclusion of the CTR placement. Upon successful completion of the placement, the CTR Permit shall be eligible to be used as a Short-Term Substitute Permit in the endorsement area of the CTR permit. Any individual who remains in the position after the set/agreed upon dates of the CTR placement shall do so in the capacity of a short-term substitute teacher with approval of the County Board, unless they are the most successful applicant once the position is reposted. Once the CTR holds a Professional Teaching Certificate and is the successful applicant for a teaching position, they shall be paid under the appropriate Professional Educator pay schedule and scale.

Salary and Benefits

The salary and benefit costs for the position to which the Clinical Teacher of Record is assigned shall be used only for program support and to pay the clinical teacher of record a stipend that is no less than 65% of all state aid funding. The school district and Shepherd University have developed and included with this proposal a funding schedule (Appendix A) that aligns with the requirements of Policy 5100 and state aid funding requirements. The Clinical Teacher of Record must be offered PEIA insurance coverage in accordance with the requirements of the Affordable Care Act. The prospective CTR will satisfy the requirements of the Clinical Teacher of Record Permit as required in Policy 5202. All requirements set forth in Policy 5202 will also be met.

Budget-Funding Schedule that aligns with the requirements of West Virginia Board of Education (WVBE) Policy 5100 and State Aid Funding Requirements

- The budget designated for the position for which the Clinical Teacher of Record is being placed shall be used only for program support and to pay the Clinical Teacher of Record a stipend that is no less than 65% of the basic state aid funding associated with the position.
- The remaining state aid funds will be split between the institution of higher education (IHE) and the school district in accordance with the CTR financial agreement calculations [Appendix A] to support supervision, mentoring, and professional development for the Clinical Teacher of Record.

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WITNESS, The signatures of the duly authorized officers of the parties to this Agreement.

Mary J.C. Hendrix

Mary J.C. Hendrix, Ph.D.
President / Shepherd University

Date: 10-1-2025

WCpm

Chuck Bishop, Ed.D.
Superintendent / Jefferson County Schools

Date: 8/18/25

Jack DeRochi

Jack DeRochi, Ph.D.
Provost, Vice President of Academic Affairs/Shepherd University

Date: Sept. 29 2025

BB Mitchell

Belinda Mitchell, Ph.D.
Director, School of Education / Shepherd University

Date: 8.28.25

Terresa D. Kepner

Terresa D. Kepner, MAEd., MEd.
Coordinator of EPP, Accreditation & Compliance / Shepherd University

Date: 8/18/2025