

## MEMORANDUM OF UNDERSTANDING

2016-2017

National Board Resource Center at Illinois State University and  
Fill in the name of the school/district here

### Description of Illinois NBPTS Comprehensive Support System

The National Board Resource Center at Illinois State University and the Illinois State Board of Education are continuing their partnership to recruit and support teachers for National Board Certification. The Illinois NBPTS Comprehensive Support System is a statewide infrastructure that builds the capacity of NBCTs to support candidates in all regions of Illinois.

### Responsibilities

Under the leadership of the Director of the National Board Resource Center at Illinois State University the administrators of Fill in the name of the school/district here, the Teacher Liaison, National Board Facilitator, NB Candidates and the director of the National Board Resource Center will collaborate to advance the goal of supporting the staff of Fill in the name of the school/district here through the Illinois NB Professional Development program.

The following responsibilities are assigned to the individual parties to help achieve the goal of supporting the NB school professional development program.

#### Administrators will:

- Collaborate with the NB facilitator and Teacher Liaison.
- Monitor attentively the amount of additional work given to teachers as a result of district professional development.
- Guarantee that all scheduled dates, times and locations for the NB Professional Development program remain intact as planned.
- Serve as an advocate for the NB Professional Development program.
- Meet with the Teacher Liaison every four to six weeks for communication, planning, and reporting.
- Recognize and respect that all questions related to the ethics of the National Board Professional Development program will be managed by the director of the NBRC.
- Attend at least one cohort session per semester and be present during the sessions as a learner, supporter and participant.
- Ensure that all teachers attend sessions and submit the NB entry to National Board by the May, 2015 deadline. (Special circumstances will be discussed between the administrator and National Board facilitator.)
- Provide positive support to the staff members participating in the NB Professional Development program.

#### National Board candidates will:

- Be punctual and fully present during the sessions as a learner, supporter and participant.
- Ask questions about what you do not understand.
- Engage in professional discussions about the National Board Standards and your own teaching decisions and practice.
- Be prompt in completing assignments.
- Retain ownership of your work.
- Question your facilitator about the process but remember they are not scorers and can't approve or disapprove your work.
- Understand that you cannot share or use confidential information discussed or viewed within the cohort group including video or written commentaries.
- Submit the NB entry to National Board by the May, 2015 deadline.

National Board Facilitator:

- Practice and apply *NBPTS Ethical Mentoring* to:
- Maintain the confidentiality of information discussed or viewed within the cohort group to include the candidates' electronic & written work.
- Be correct in information that you give candidates.
- Encourage candidates to get answers by calling 1.800.22TEACH.
- Generate professional discussions about the National Board Standards and teaching. Guide and support based on the candidate's needs.
- Be positive and enthusiastic about the process without making judgment of candidate's work. Use REFLECTIVE questioning. Since you are not the assessor for the entry, avoid words of praise or criticism.
- Facilitate candidate work in the process.
- Be punctual in starting and ending meetings.
- Provide an agenda or outline prior to the meeting.
- Provide contact information.
- Respond to candidates in a timely manner.
- Provide a calendar with regularly scheduled support sessions including topics.
- Meet the high standards for ethical candidate support according to the [Guide for Ethical Candidate Support](#).

National Board Resource Center Director will:

- Oversee all questions relating to the ethics of the National Board Professional Development program.
- Manage logistics- National Board and ISBE applications.
- Oversee payment made to the NB facilitator.
- Provide online NB readers to individual candidates.
- Provide training and support to the NB facilitators.

**Statement of Commitment**

I have read and understand my responsibilities as a member of the support team for the (Name of school/district professional development program)\_\_\_\_\_.

District Office: Signature \_\_\_\_\_ Date \_\_\_\_\_

NBRC Director: Signature *Debra Kaspurski* Date 8/26/16

Administrator: Signature \_\_\_\_\_ Date \_\_\_\_\_

NB Facilitator: Signature \_\_\_\_\_ Date \_\_\_\_\_

Teacher Liaison: Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator: Signature \_\_\_\_\_ Date \_\_\_\_\_

NB Facilitator: Signature \_\_\_\_\_ Date \_\_\_\_\_

Teacher Liaison: Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator: Signature \_\_\_\_\_ Date \_\_\_\_\_

NB Facilitator: Signature \_\_\_\_\_ Date \_\_\_\_\_

Teacher Liaison: Signature \_\_\_\_\_ Date \_\_\_\_\_

