

**PIONEER CAREER AND TECHNOLOGY CENTER
27 RYAN ROAD
SHELBY, OHIO 44975**

**CLEAR FORK VALLEY LOCAL SCHOOL DISTRICT
211 SCHOOL STREET
BELLVILLE, OHIO 44813**

MEMORANDUM OF UNDERSTANDING

The Clear Fork Valley Local School District and Pioneer Career and Technology Center have collaboratively planned and designed delivery of a Career Coach Program of Pioneer Career and Technology Center at Clear Fork High/Middle School. It is the understanding of both school districts that the purpose of this cooperative venture is to enhance and improve the educational opportunities available for the Clear Fork Valley High/Middle School students.

The following points are designed to clarify the duties and responsibilities of each of the school districts in providing this career-technical program.

The Clear Fork Valley Local School District agrees to:

1. Participate in the selection of the Career Coach for the program with final employment decisions to be made by Pioneer Career and Technology Center.
2. Reimburse Pioneer Career and Technology Center for all costs of the Career Coach up to \$4,000.00 per day as indicated in item 1 below.
3. Participate in the evaluation process and communicate pertinent evaluation information to the Pioneer Career and Technology Center Supervisor for the program.
4. Cooperate with Pioneer Career and Technology Center to ensure the Career Coach's responsibilities align with Pioneer Career and Technology Center/EAP Collective Bargaining Agreement.
5. Provide day-to-day supervision of the Career Coach to assure continued involvement with the overall school instructional program and to meet administrative needs.
6. Provide an acceptable facility and utilities for the program.
7. Provide appropriate custodial and minor maintenance services for the program.
8. Provide reasonable security for equipment and materials provided for the program.

Pioneer Career and Technology Center agrees to:

1. Provide a Career Coach for XXX day(s) per week calculated at five (5) hours per day for 36 weeks.
 - a. 1 day is the equivalent of 5 hours per week
 - b. 2 days is the equivalent of 10 hours per week
 - c. 3 days is the equivalent of 15 hours per week
 - d. 4 days is the equivalent of 20 hours per week
 - e. 5 days is the equivalent of 25 hours per week

2. With input and concurrence from the Clear Fork Valley Local School District, employ qualified Career Coach to conduct the Career Coach program.
3. Provide program leadership, curriculum development, supervision of instruction, staff development, and Career Coach evaluation with input from Clear Fork Valley Local School District administrators.
4. Provide for Career Coach travel expenses, professional meeting expenses, and other operational expenses for Career Coach(s) of the Career Coaching program.
5. Issue Career Coach contracts which coincide with the Clear Fork Valley Local School District calendar with provisions for attendance at school-opening staff development programs, end-of-year Career Coach days, and staff development programs throughout the school year with any schedule conflicts to be resolved by the Pioneer Career and Technology Center Supervisor in consultation with the Clear Fork Valley High/Middle School Principal.

It is the intent of the Pioneer Career and Technology Center to maintain the Career Coach program indefinitely according to the provisions outlined in this document. If the Pioneer Career and Technology Center or Clear Fork Valley Local School District elect to discontinue the program, formal notification will be made prior to the annual renewal of this agreement. If, for any reason, this program is closed, all inventory and property of the Pioneer Career and Technology Center will be returned to Pioneer Career and Technology Center.

Clear Fork Valley Local School District

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