

September 21, 2009

Dear Special Educator,

Thank you for your interest in becoming a Support Provider for an intern in the CSUN Education Specialist, Intern Credential program. If you are a continuing Support Provider, welcome back! Assistance, support, and feedback from an experienced special education Support Provider is a crucial part of an Intern Teacher's experience in the first years of teaching.

**To qualify as a CSUN Education Specialist Intern Support Provider, the applicant must:**

- Have at least two years of classroom teaching experience
- Hold an Education Specialist credential or its equivalent and have experience teaching in special education.

**The CSUN Education Specialist Intern Credential program pairs every Intern Teacher with a Support Provider, who provides assistance, observation, and on-going support. The Support Provider chooses to participate in 1 of 2 levels of responsibility:**

**1. CSUN Education Specialist Intern Support Provider responsibilities:**

- Observe in the Intern Teacher's classroom and write an observation report once a month (3 observations per semester).
- Have a minimum of 20 hours of contact with the Intern Teacher each semester.
- Attend Orientation Training on **September 25, 2009**.

**Benefits:**

- Stipend for completing 3 written observations, the orientation meeting, and 20 hours of contact.
- Professional growth and satisfaction from contributing to the successful induction of a beginning special education teacher.

**2. Cadre of Professional Support Providers responsibilities:**

**In addition to the above responsibilities, Cadre members will:**

- Participate in Support Provider trainings. There will be 3 Cadre trainings per semester, to be held outside of school time.
- Have weekly contact with the Intern Teacher and the Support Provider, documented on weekly contact sheet.

**Benefits:**

- Professional stipend for attendance at all Cadre meetings, 3 written observations, and documented weekly contact with intern.
- Training and materials in the support of beginning special education teachers.
- Professional growth and satisfaction from contributing to the successful induction of a beginning special education teacher.

If you have not already done so, please complete the Blue form and return it to your Intern Teacher.

**Important dates:**

- Minor Contract due by **October 15, 2009**
- Orientation Training Friday, **September 25, 2009** from 4:30pm – 6:30 pm
- Additional Cadre training meetings Friday, **October 30** from 4:30 – 6:30 pm, and Friday, **December 4** from 4:30 – 6:30 pm.

Looking forward to working with you this semester! Please contact us if you have any questions.

Sincerely,

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