

To ensure mutuality and clear communication, we invite you to:

1. Review website for PLACE Partners for updates to required forms and event dates. (<http://soe.lmu.edu/place/partners>). Read and respond to e-mail communication as appropriate.
2. Attend or send a liaison to attend a PLACE Corps Partnering Principals' meeting in the Fall and Spring. We will provide in advance a choice of 3-4 differing days and locations to choose from.
3. Remain in compliance with (arch) diocesan employment and salary regulations.
 - Follow the (arch) diocesan compensation scale.
 - Offer the same insurance, disability, and other benefits available to all teachers at the school.
4. Designate an on-site mentor teacher, other than the principal, to assist with daily teaching or school suggestions and support.
5. Reach out to PLACE Corps staff (including university assigned supervisor) immediately for assistance and collaboration on PLACERs that may be struggling with success as a classroom teacher. When possible, interface with the university supervisor when they visit the PLACER, contributing to a team approach.
6. Be considerate and sensitive to PLACER's LMU academic schedule and course requirements. Some attend classes on Saturdays while others attend late afternoon and evening classes on various weekdays. Feel free to confirm the class schedule with the PLACER at the start of every semester. PLACER's are expected to arrive promptly at LMU for class. Please keep the PLACER's class schedule in mind when scheduling faculty meetings, conferences, etc.
7. Be supportive of PLACER attendance at the Fall retreat October 27 & 28, 2017. Help make it a success by:
 - Providing letters of support from principal, mentor teacher, faculty colleagues, and students for PLACE Corps teacher(s). Letters should be provided to the PLACE office by designated deadline.
 - Allowing PLACERs to leave immediately after school Thursday afternoon of the retreat (October 26, 2017) and provide professional release time on Friday of the retreat. A form is available to request off-set of Substitute teacher replacement costs up to \$50 for the day.
8. Consider identifying the school as a PLACE Corps partnership school by posting a LMU provided banner at the school site.

To secure an available PLACEr for the upcoming school year, please:

1. Complete and submit “Request for PLACEr” form along with a copy of the Archdiocese Catholic Schools “Data Snapshot Report” form to the PLACE Corps office as soon as you learn of your opening(s), with a priority given to those received by Friday, March 3, 2017. (New PLACE teacher assignments may continue through the end of March to the extent that teaching positions are available and qualified applicants are accepted into the program.)
2. A meeting with the principal and the new PLACE teacher are very important. New teachers are expected to meet with their assigned principal in a timely manner and no later than May 31, 2017. While we encourage in-person interviews (and a school tour), some applicants will require virtual web based interviews instead, with an on-site school meet and greet/tour during the last week of June.
3. Upon successful completion of the in-person or virtual web based principal-candidate meeting, please notify the PLACE office to confirm the new PLACE teacher assignment and proceed to offer the new PLACE teacher an official employment agreement. This will secure his/her position in your school and within PLACE Corps.
4. Principals and/or school site mentors are invited and encouraged to attend the PLACEr Commissioning Mass on Tuesday, July 25, 2017 at 4 pm in the Sacred Heart Chapel on LMU’s campus.
5. Identify an On-Site Support Provider (OSSP), i.e. another teacher on-site who will mentor and support the PLACEr as he/she begins in Catholic school education. Complete and submit the “On-Site Support Provider” form during the first two weeks of school.