Curriculum Mentor Name (print):_____

School/Org:_____

LETTER OF OBLIGATION (CURRICULUM MENTOR)

This Letter of Obligation is issued by the Gulf Coast Workforce Development Board d/b/a Workforce Solutions ("GCWB") in connection with its Teacher Externship Program. This Letter sets forth the Mentor's obligations and key program conditions for the Program. GCWB may provide written program guidance, forms, templates, and instructions for administration and documentation; however, such materials will not amend this Letter or impose additional substantive obligations on the Mentor unless this Letter is expressly amended in writing. Any stipend payments are administered by GCWB and are subject to GCWB verification and approval and applicable grant requirements.

Definitions (for this Letter)

"Curriculum Mentor" means an individual engaged by GCWB (which may include an employee of a School or Education Partner) to support Educators participating in the Program by providing instructional coaching and technical assistance, including guidance on development and refinement of externship-informed lesson plans and other instructional materials, alignment to applicable standards (including, as applicable, TEKS, CCRS, and/or course and program outcomes), facilitation of collaboration among Educators, and participation in documentation, reporting, and implementation verification activities as communicated by GCWB; "Curriculum Mentors" means all such individuals collectively.

"Educator" means an individual who is employed by the ISD, the Open-Enrollment Charter School, the AEL Core Provider, Windham School District, or an IHE (as applicable) and who is approved to participate in the Teacher Externship Program. For purposes of this Letter of Obligation, the term "Educator" includes, without limitation and as applicable: (a) individuals employed to teach middle and high school (grade levels as defined by the applicable school district or Open-Enrollment Charter School); (b) school counselors; (c) school administrators; (d) student teachers; (e) all career/trade/technical teachers in IHEs; and (f) teachers employed by the AEL Core Provider to provide Adult Education and Literacy instruction under TWC's AEL Core

Provider RFAs 32024-00017 and 32024-00149; "Educators" means all such individuals collectively.

"Education Partner" means the Educator's employer/sponsoring organization (e.g., an ISD, Open-Enrollment Charter School, AEL Core Provider, IHE, or Windham School District, as applicable).

"Worksite" means the externship host employer location where an Educator performs on-site externship activities under the Program.

"Worksite/Employer" means the externship host employer and its Worksite(s).

Background

The Gulf Coast Workforce Board (GCWB) Teacher Externship Program is offered as a no-cost professional development opportunity for educators and host employers (Worksite/Employers). GCWB administers this program to support skill enhancement among career educators in Texas, with the goal of fostering highly effective, career-based learning experiences for students. We are pleased that you have chosen to participate in this opportunity.

Participation in the Program requires a commitment to attend, actively engage, and complete all Program requirements within the established timeline.

The following summarizes your participation requirements and other key program conditions:

1. **Paperwork**. Complete all required paperwork provided by GCWB;
2. **Onboarding.** Attend the Curriculum Mentor onboarding and orientation session;
3. **Training/Checks**. Complete any required safety training and, if expressly required by applicable law or by a specific Worksite policy and agreed in writing by GCWB (and, if applicable, the Education Partner), any required background checks, prior to participating in Program activities;
4. **Externship Support.** Support assigned educators throughout the externship experience (generally 10–15 days, with a minimum of four (4) hours per day, as scheduled by GCWB and the Worksite);

5. **Lesson Plans.** Provide guidance and feedback during the development of externship-informed lesson plans and other instructional materials (as applicable to the educator's instructional setting);
6. **Monitoring.** Monitor educator progress, participation, and completion of Program requirements;
7. **Conflicts**. Disclose to GCWB any actual or potential conflicts of interest that could affect Mentor duties (including financial interests in, or employment/contracting relationships with, a host employer) and comply with any GCWB direction to mitigate such conflicts;
8. **Verification.** Support verification of implementation of the externship-informed lesson plan (or other externship-informed instructional deliverable, as applicable) in the educator's instructional setting, consistent with GCWB verification requirements;
9. **Reporting.** Complete required monitoring, evaluation, and reporting documentation by the program deadline(s) communicated by GCWB.

Payment Schedule and Requirements:

Curriculum Mentors who successfully complete the Externship Program and fulfill all requirements may be eligible to receive stipends totaling up to $4,000, disbursed across three phases as outlined below; stipends are not guaranteed.

Phase 1 – Onboarding & Externship Support — $1,000

Disbursement Timing: Issued following GCWB verification/approval in GCWB's CRM of Phase 1 documentation and satisfaction of applicable grant requirements.

Eligibility Requirements:

- Completion of all required onboarding and orientation activities and submission of all required Phase 1 documentation;
- Participation in cohort preparation sessions;
- Active oversight and coordination of the externship experience;

- Provision of ongoing support to educators throughout the externship period. For clarity, "documentation" may include (as applicable to the Phase): completion certificates and attendance records for required onboarding/orientation, mentor activity logs, educator support/check-in records, lesson plan review and feedback forms, classroom implementation verification forms, surveys, and final monitoring/evaluation reports, in each case in the form and manner requested by GCWB.

Phase 2 – Monitoring, Feedback & Classroom Verification — $1,000

Disbursement Timing: Issued following GCWB verification/approval in GCWB's CRM of Phase 2 documentation and satisfaction of applicable grant requirements.

Eligibility Requirements:

- Monitoring educator participation and progress throughout the Program;
- Review of and provision of feedback on educator-developed lesson plans**;**
- Verification of classroom implementation of externship-informed instruction**;**
- Completion and timely submission of all required Phase 2 documentation**.**

Phase 3 – Final Reporting & Closeout — $2,000

- Disbursement Timing: Issued following GCWB verification/approval in GCWB's CRM of Phase 3 documentation and satisfaction of applicable grant requirements.
- Eligibility Requirements:
- Successful completion of all remaining mentor responsibilities and timely submission of all required final documentation.

Supplemental Details:

1. **Stipend Conditions**. Disbursement of all stipends is contingent upon the full and satisfactory completion of all assigned responsibilities and is subject to GCWB verification/approval in GCWB's CRM and satisfaction of applicable grant requirements.
2. **Worksite Policies**. The Mentor will comply with all applicable Worksite policies and procedures that are communicated or provided to the Mentor in writing by GCWB or the Worksite, including access requirements and safety and confidentiality requirements.

Worksite policies and procedures apply only to on-site conduct and access requirements and do not change the Mentor's employment status or shift responsibility for the Mentor's workers' compensation coverage (or a lawful alternative) to GCWB or any Worksite/Employer.

3. **Confidentiality**. The Mentor will not disclose any non-public or confidential information learned through participation in the Program except as necessary to perform Mentor responsibilities and as authorized in writing by GCWB or the applicable owner of such information.
4. **Media Restrictions**. The Mentor will not take, share, or post photos, videos, or recordings of students, classrooms, or Worksite activities, or use any individual's name or likeness in connection with the Program, except as expressly authorized in writing by GCWB and, where applicable, the host employer and required releases/consents.
5. **Payment Reduction.** Failure to meet established expectations, including missed required sessions, incomplete hours/responsibilities, or late/incomplete documentation, may result in partial or no payment (as determined by GCWB in its reasonable discretion and subject to applicable grant requirements).
6. **Documentation**. All required documentation must be submitted in a timely and complete manner.
7. **Program Support**. GCWB staff will provide guidance throughout each phase of the process and remain available to offer ongoing support as you work toward program completion.
8. **Insurance, workers' compensation (or a lawful alternative), liability, and related obligations** applicable to participation in the Teacher Externship Program are not modified by this Letter and remain governed by applicable law. The Mentor's employer (if any) remains responsible for workers' compensation coverage (or a lawful alternative) for the Mentor. The Mentor has no authority to bind GCWB or make commitments on GCWB's behalf.
9. **Employment Status; No Worksite Employment**. You remain an employee of your employer (if applicable) and are not an employee, agent, or representative of GCWB or any Worksite/Employer by reason of participating in the Program. Nothing in this Letter creates or will be construed to create an employment relationship between you and GCWB or any Worksite/Employer.
10. **Data/PII Handling**. In performing Mentor responsibilities, the Mentor may receive or have access to personally identifiable information ("PII") and other non-public information

relating to Educators (including contact information, participation status, time/attendance records, and implementation verification materials). The Mentor will safeguard such information, use it only for Program purposes as directed by GCWB, limit access to those with a need to know to perform Program responsibilities, and not disclose it to any third party except as authorized by GCWB or as required by law. The Mentor will promptly notify GCWB of any actual or suspected unauthorized access to or disclosure of such information.

ACKNOWLEDGEMENT

By signing below, I acknowledge that I have read and understand this Letter of Obligation and agree to comply with the participation requirements, documentation requirements, and applicable confidentiality obligations and Worksite policies and procedures described above while on-site at any Worksite/Employer location. I understand that any stipend payments are administered by GCWB and are subject to GCWB verification and approval and applicable grant requirements. I understand that I am not an employee of GCWB or any Worksite/Employer by reason of participating in the Program, and that my employer (if any) remains responsible for workers' compensation coverage (or a lawful alternative) for me.

Signature: _____ Date: _____

Curriculum Mentor Signature

For staff use only

Notes:

Workforce Solutions is an equal opportunity employer/program. Auxiliary aids and services are available.
upon request to individuals with disabilities. **Relay Texas:** 1.800.735.2989 (TDD) 1.800.735.2988 (voice) or 711