

Administrator Mentoring and Induction

2011-12 PROGRAM DESCRIPTION

Overview

The District provides beginning administrators with a mentoring and induction program in accordance with § chapter 284A.5, through a collaborative arrangement with SAI.

SAI provides one year of programming to support the Iowa standards for school administrators adopted pursuant to 281 Iowa Administrative Code 83.10 (284A), and to support beginning administrators' professional and personal needs. The program is structured to provide support, professional development, and access to a variety of information sources critical to a beginning administrator's success as a leader of student achievement.

The District agrees to require the full participation of the administrative mentee and to inform SAI of any problems related to such participation.

Program Components

- (1) Assignment of an experienced and high-quality mentor in a comparable position and geographic proximity to the mentee (SAI selects and assigns the mentor). The mentor is expected to provide regular contacts with the mentee through face-to-face meetings, and e-mail and telephone conversations.
- (2) Training for the mentor, which addresses program expectations to fulfill mentor responsibilities, support strategies to help mentees, reporting requirements, resources to use with the mentee, and coaching and mentoring skills.
- (3) Statewide institute(s) for mentees and mentors at which professional resources, including relevant books, articles, podcasts and websites are provided.
- (4) A website that contains resources on a variety of topics relevant to a beginning administrator's needs.
- (5) E-mail messages to mentors and mentees providing them with resources, coaching tips, suggested topics and questions, and accountability measures.
- (6) Technical assistance for the mentee's supervisor related to procedural requirements for evaluation and licensure.
- (7) Program evaluation to assess the quality of the program and its value to the mentee.
- (8) An advisory committee made up of mentors and mentees that provides input for program improvement and sustainability.

Financial Arrangements

The district pays \$500 to SAI for each new administrator participating in the program. That cost underwrites expenses for the two statewide meetings, mileage for the new administrator's mentor, resources, staff time, and cost of program evaluation.

A copy of the signed AGREEMENT between SAI and the District should be attached to this document and kept on file in the District office.