

**SAI Mentoring and Induction Program**  
*Important information for ALL superintendents*

July 2011

Dear Superintendent:

This is to inform you about the **SAI Mentoring and Induction Program** and to request a response from you regarding your district's intent to participate next year. The program meets the requirements of § chapter 284A.5. Your district is required to have a mentoring and induction plan for beginning principals and persons new to the superintendency regardless of whether you have a beginning administrator in any given year. A beginning administrator is defined by law as "an individual ... who is assuming a position as a school district principal or superintendent for the first time."

If your district intends to use the SAI program in 2011-12 to meet chapter 284A requirements, you will need to complete new paperwork (if you used the SAI program last year, discard forms from 2010-11).

Please do the following.

1. Include a copy of the attached **PROGRAM DESCRIPTION** in your district files.
2. Sign and return the attached **AGREEMENT** to SAI. We will sign and return a copy for your district files.
3. If and when you hire a beginning administrator as defined above, complete the attached **PARTICIPANT ENROLLMENT** form and send to SAI.
4. Review the attached **PARTICIPANT EXPECTATIONS** with your district's administrative mentees. Please stress the importance of complying with these expectations.
5. Inform the mentee, prior to his/her participation in the Mentoring and Induction Program, of your district's evaluation procedures for administrators. Specifically, the beginning administrator must be informed of the criteria upon which s/he will be evaluated and of the evaluation process utilized by the district (per § chapter 284A.5).
6. Provide a copy of the **AGREEMENT** to your business manager to inform him/her of the financial arrangements.

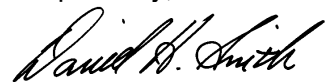
Note: You do not need to secure a mentor for your beginning administrator; this is part of the service provided by SAI.

Financial arrangements for the program are described in the **PROGRAM DESCRIPTION** and **AGREEMENT**. You will note that no state funds are available to support administrator mentoring and induction this year; participation in the SAI program will be at district expense.

Thank you for your interest in the program and for your cooperation in completing this paperwork so that the matching process may begin as soon as possible. Together we can help administrators in new positions experience success during this critical time in their career.

The SAI contact for this program is Amy Swanson, [aswanson@sai-iowa.org](mailto:aswanson@sai-iowa.org). Please don't hesitate to contact Amy or me if you have questions or need additional information.

Respectfully,



Dan Smith  
SAI Executive Director  
[dsmith@sai-iowa.org](mailto:dsmith@sai-iowa.org)