

SAI Mentoring and Induction Program

SAI's beginning administrator mentoring and induction program is created to promote excellence in school leadership, improve classroom instruction, enhance student achievement, build a supportive environment within school districts, increase the retention of promising school leaders, and promote the personal and professional well-being of administrators.

2011-12 PARTICIPANT EXPECTATIONS

The program is designed for individuals who are new to the assistant principalship, principalship, central office (associate superintendents, curriculum directors, AEA leaders, etc.) or superintendency.

The district is required by law to provide beginning principals and persons new to the superintendency with a mentoring and induction program. While optional for other beginning administrators, mentoring is an important first-year support a district can provide its new leaders. Beginning administrator participation is important and expected.

Mentee Expectations

- Attend statewide meetings with your mentor. All meetings are held at SAI (agendas will be sent three weeks in advance).
 - Dates: New Superintendents – Sept. 20 and Jan. 24
 - New Middle School and High School Principals – Sept. 28 and Jan. 25
 - New Elementary Principals – Sept. 27 and Jan. 23
 - New Assistant Principals (all levels) – Sept. 21 and Jan. 18
 - New Central Office Administrators – Sept. 19 and Jan. 31
- Participate in weekly conversations with your mentor.
- Meet face-to-face monthly with your mentor.
- Host mentor at your school at least once.
- Visit your mentor's school at least once.
- Complete surveys to assist with program evaluation.
- Inform SAI if the relationship with your mentor is not meeting your needs or these expectations.
- Fully participate in the program throughout the 2011-12 school year (this is a required one-year commitment as required by Iowa law for principals and superintendents only).

Mentor Expectations

- View mentor orientation and training webinar.
- Attend statewide meetings with your mentee (see above for dates).
- Contact your mentee weekly.
- Conduct monthly face-to-face visits with your mentee.
- Keep records of contacts with your mentee and submit to SAI (template will be provided).
- Visit your mentee's school at least once.
- Host mentee at your school at least once.
- Complete surveys to assist with program evaluation.
- Inform SAI if the relationship with your mentee is not meeting expectations.
- Keep the interactions between you and your mentee confidential.*
- Support your mentee throughout the 2011-12 school year (this is a one-year commitment).

* The appropriate role for a mentor is to provide a safe, supportive learning experience for the mentee. The mentor should not engage in conversations about the mentee's abilities, questions or problems with the supervisor (exception: illegal, unethical or immoral behavior).