



Arkansas Beginning Administrator Mentoring System Frequently Asked Questions

- **Who is mentored?** Any administrator coded as a Building Level Administrator or Curriculum Program Administrator newly assigned to an administrator position with less than one year of administrator experience must be mentored.
- **Is a Dean of Students position considered a Beginning Administrator position and eligible for mentoring?** A Dean of Students is not considered a Beginning Administrator and therefore, is not eligible for mentoring.
- **What must a Beginning Administrator (BA) do to begin the mentoring program?** A BA must attend BA Induction Training held in conjunction with the Arkansas Association of Educational Administrators (AAEA) Summer Conference prior to the beginning of the new school year. A training for late hires is held in September.
- **What are the requirements of the mentoring program?** The BA works in BloomBoard to complete micro-credentials and Professional Growth Plan (PGP) goals with assistance from the mentor.
- **How long is a BA mentored?** A BA is mentored for one year unless the BA is completing an Administrator License Completion Plan (ALCP). A BA on an ALCP must be mentored until the plan is completed up to three years.
- **Once a building level administrator is mentored, does the administrator have to be mentored again if he/she changes to a curriculum program position and vice versa?** Once a BA has been mentored, he/she does not have to be mentored again. The exception is if the administrator becomes a superintendent. A new superintendent must be mentored through the AAEA mentoring program.
- **Does an experienced administrator from out-of-state have to be mentored?** No, an experienced administrator does not have to be mentored unless the superintendent requests mentoring for the administrator.
- **How does a BA get a mentor?** The school district superintendent is responsible for pairing a BA with a qualified mentor.
- **What are the qualifications of a mentor?** A mentor must be a licensed administrator (unless the law does not require the license or the license is waived by the charter of a public charter school) with at least one year of experience in the area which the BA is licensing and be trained in the Arkansas Mentoring Model.
- **Can a superintendent mentor a building level administrator?** This is a district decision but the answer is yes, if the superintendent meets the mentor requirements.

- **Can a mentor be assigned to more than one BA?** For standard procedures, the answer is no. However, if there are extenuating circumstances, the School District Project Director should contact the BA Program Advisor at the Arkansas Department of Education (ADE).
- **What are the responsibilities of the mentor?** The mentor collaborates with the BA and provides assistance and guidance as the BA completes micro-credentials and works to meet the goals of the PGP in BloomBoard.
- **Is there any compensation for the mentor?** The mentor receives \$400 a year for mentoring a BA once all mentoring requirements are met. This is paid by the school district with funds received from the ADE.
- **What is the role of the school district project director?** The project director submits BA/mentor pairings to the ADE, monitors mentoring throughout the year, and collects documentation of mentoring. It is the responsibility of the project director to communicate all mentoring updates to BAs and mentors. The project director verifies mentoring completion for mentor payment.
- **What happens if a BA is hired after the make-up Induction in September?** Any BA hired after the September make-up Induction Training attends BA Induction Training the following year and is mentored.
- **Is a BA reimbursed the cost of taking the School Leadership Series (SLS) Assessment?** A candidate who takes a School Leadership Series (SLS) Assessment for an Arkansas Administrator License may be reimbursed by the Arkansas Department of Education for one-half (1/2) of the assessment fee. The ADE will reimburse the candidate one (1) time per each different SLS assessment taken. There are two assessments: the School Leaders Licensure Assessment (SLLA) and the School Superintendents Assessment (SSA). The reimbursement request must be made within six months of the test date.