



**PROJECT DIRECTOR TIMELINE
2014-2015**

<p>July 1</p>	<p>If the district has a new Project Director (PD), notify ADE of the new PD with contact information.</p> <p>Add any new hire Novice Teachers (NTs) or Beginning Administrators (BAs) on the “New Hire” screen in ATLAS. This step will allow the BA to receive a TEACHSCAPE account and/or a MOODLE account if needed. The NT will receive a MOODLE account.</p> <p>As soon as these new hires are entered, you may begin entering pairs on the pairing form in ATLAS. Pair every NT and BA with their assigned mentor ASAP after July 1.</p> <p>Please submit the pairing form each time you add a new pair or a group of pairings. Do not “create” a new pairing form; just update the existing one and resubmit. Refer to Commissioner Memo (CM) LIC 14-023.</p>
<p>July 22</p>	<p>Attend annual Project Director (PD) Update Meeting as offered July – August. Refer to CM LIC 14 – 033.</p>
<p>August 1</p>	<p>Ensure the School District End of Year Budget (EYB) Form from the previous year is submitted and approved.</p> <p>Both NTs and BAs must have created or updated profiles in ATLAS. This step must be done in order to complete the pairing form in ATLAS.</p> <p>If the district will have a new Project Director (PD), notify ADE of the new PD with contact information</p> <p>Add any new hire Novice Teachers (NTs) or Beginning Administrators (BAs) on the “New Hire” screen in ATLAS. This step will allow the BA to receive a TEACHSCAPE account and/or a MOODLE account if needed. The NT will receive a MOODLE account.</p> <p>As soon as these new hires are entered, you may begin entering pairs on the pairing form in ATLAS. Pair every NT and BA with their assigned mentor ASAP after July 1.</p> <p>Please submit the pairing form each time you add a new pair or a group of pairings. Do not “create” a new pairing form; just update the existing one and resubmit. Refer to Commissioner Memo (CM) LIC 14-023.</p> <p>**At this point, continue to enter BAs on the “New Hire” screen in ATLAS for the purpose of TEACHSCAPE accounts.</p> <p>**If a NT has already been assigned a mentor, add the pair on the pairing form in ATLAS. If they have not been paired at this point, continue to add NTs to the “New Hire” list in ATLAS.</p>
<p>August 4</p>	<p>Beginning Administrator Induction Training and Beginning Administrator Mentor Training at the Little Rock Marriott. BAs and BA Mentors will be trained separately in the morning session and together in the afternoon session.</p>
<p>August 4 - 6</p>	<p>BAs are required to attend a minimum of six (6) designated BA sessions at the AAEA Summer Conference at the Little Rock Marriott and Statehouse Convention Center. General sessions are included.</p>



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August 5	PDs pair in ATLAS BAs and NTs with their respective mentors. Pairings should be done immediately to allow BAs, NTs, and their respective mentors to receive their MOODLE passwords. Please submit the pairing form each time you add a new pair or a group of pairings. Do not “create” a new pairing form; just update the existing one and resubmit.
	AR MOODLE will send passwords and usernames directly to the BAs, NTs, and mentors. Spam mail should be checked if the password and username is not received in the email inbox. If the email is not there, the BA, NT, or mentor should contact AR MOODLE at 870-886-7717.
August 11	Make sure all BAs have been paired in ATLAS and have either attended Induction Training or are scheduled to attend the September 15 make-up Induction Training at the Little Rock Holiday Inn Airport. A CM will be available with registration information.
	Make sure all BA mentors who need to attend BA Mentor Training have attended the August 4 Mentor Training or are registered to attend the September 15 make-up Mentor Training at the Little Rock Airport Holiday Inn. A CM will be available with registration information.
August 15	Last day to make any changes or edit 2013-2014 information in ATLAS
	Hold an Orientation for all NTs and their assigned mentors to discuss the Arkansas Induction Mentoring Model (AIMM) mentoring process and expectations/requirements of each role. An Orientation Power Point will be available.
August 18	BAs and NTs, along with their mentors, begin working on modules in MOODLE.
September 1	Attend annual PD Update Meeting as offered. The final PD Update Meeting (September 17) is for those PDs who were notified of their assigned position after the July 22 PD Update.
	All BA and NT pairing forms must be submitted in ATLAS.
	Even if your school district has no BAs or NTs, you must submit both pairing forms in ATLAS.
September 2	For pacing purposes, every NT and their mentor should have completed two (2) AIMM modules.



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September 15	DUE: School District Assurances Form uploaded in ATLAS
	Make-up Induction Training and Mentor Training for BAs and BA Mentors unable to attend the August training will be at the Little Rock Airport Holiday Inn.
	BAs attending make-up training must attend one of the following conferences in order to receive the required six (6) hours:
	<ul style="list-style-type: none"> • AAEA Joint Principal Fall Conference, Arlington Hotel, Hot Springs, September 18-19
	<ul style="list-style-type: none"> • AAEA Assistant Principal Conference, Doubletree Hotel, Little Rock, October 14
	<ul style="list-style-type: none"> • AAEA Fall Conference, Doubletree Hotel, Little Rock, October 30 - 31
October 1	For pacing purposes, every NT and their mentor should have completed four (4) AIMM modules.
October 14	AAEA Assistant Principal Conference, Doubletree Hotel, Little Rock for BAs needing Induction conference hours
October 15	Oct. 15 – Nov. 15: window for Observation 1, where Mentor observes NT
	<ul style="list-style-type: none"> • Mentor and NT schedule Observation
	<ul style="list-style-type: none"> • Mentor uses AIMM Observation Forms, located in MOODLE
	<ul style="list-style-type: none"> • Observation focuses on the goals of NT’s Professional Growth Plan (PGP), or, if the PGP is unavailable, on the components covered in previously completed modules
	<ul style="list-style-type: none"> • PD can check on AIMM module progress by clicking on Novice Teachers Modules located on the PD ATLAS menu
October 30 - 31	AAEA Fall Conference, Doubletree Hotel, Little Rock for BAs needing Induction conference hours
November 1	PD can check, in ATLAS, the BA module progress by clicking on Beginning Administrator Modules on the PD menu. Progress can also be checked in MOODLE. Refer to the PD tutorial on the Module home page.
	For pacing purposes, every NT and their mentor should have completed six (6) AIMM modules.
November 15 – Dec. (last teacher work day before the December holiday break)	<p>Window for Observation 2 where the NT observes their mentor is November 15-Dec. (last teacher work day before the December holiday break)</p> <ul style="list-style-type: none"> • Mentor and NT schedule Observation • NT uses AIMM Observation Forms, located in MOODLE • Observation focuses on the goals of the NT’s PGP as the mentor models them. • PD can check on AIMM module progress by clicking on Novice Teachers Modules located on the PD ATLAS menu



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<p>December 1</p>	<p>For pacing purposes only, every NT and their mentor should have completed eight (8) AIMM modules.</p> <p>District has the option to pay one half of the mentor stipend only if all mentoring requirements for that semester have been met. The PD is responsible to ensure that all mentoring requirements have been met before payment goes out.</p>
<p>December 15</p>	<p>Window for Observation 2 continues (where NT observes mentor)</p>
<p>December 31</p>	<p>DEADLINE</p> <ul style="list-style-type: none"> • BAs must have completed two (2) online modules in MOODLE • NTs must have completed eight (8) AIMM modules
<p>January 9</p>	<p>Amend pairing form, if any NTs hired for second semester, or if any NT left at semester. Email Maureen.harness@arkansas.gov to notify a change in pairing form.</p> <p>Any BA hired at this time will have to attend the next summer training and be mentored for the 2015/2016 school year.</p>
<p>February 1</p>	<p>For pacing purposes only, every NT and their mentor should have completed two (2) AIMM modules.</p>
<p>March 1</p>	<p>For pacing purposes only, every NT and their mentor should have completed four (4) AIMM modules.</p>
<p>March 1- 31</p>	<p>Window for NT Observation 3 is March 1 – March 31</p> <p>Mentor conducts a complete observation over four (4) domains and twenty-two (22) components.</p> <p>Mentor uses AIMM Observation Forms, located in MOODLE.</p>
<p>April 1</p>	<p>For pacing purposes only, every NT and their mentor should have completed six (6) AIMM modules.</p>
<p>May 1</p>	<p>For pacing purposes only, every NT and their mentor should have completed eight (8) AIMM modules.</p> <p>DEADLINE: BAs must have completed all four (4) modules in MOODLE. Mentors must have all module assignments approved and marked complete.</p> <p>The BA mentor stipend is paid by the district only if all modules are completed. The BA mentor stipend is awarded to the BA’s district. If the BA mentor is working in another district other than the BA’s district, the BA’s district can pay the mentor as contract labor.</p>
<p>May 31</p>	<p>DEADLINE: NTs must have completed eight (8) AIMM modules for the spring semester</p> <p>DEADLINE: All BA mentor stipends should be paid by this date.</p>



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June 1	District pays either all or second semester stipend to the mentor, <u>only if all requirements are met.</u>
	End of Year Budget Report (EYB) must be completed and reconciled with APSCN. The PD may need assistance from the school district's bookkeeper; however, it is the PD's responsibility to submit the EYB report by the deadline.
July 31	DEADLINE: Absolute last fiscal day for ATLAS End of Year Budget Reports to be submitted.
Contact Information	Beginning Administrator Program Advisor Renee.nelson@arkansas.gov Teacher Induction Program Advisor Maureen.harness@arkansas.gov