

## **Slide 1 - BA/Mentor Update 2015-2016**

**Welcome to the Department of Education! I'm Renee Nelson, the Program Advisor for the Beginning Administrator Program. I am here today to inform you about updates to the Program. These updates include information for both Beginning Administrators and Mentors. While anyone may access this video, it is targeted specifically to all Beginning Administrators and mentors including those who attended Mentor Training in 2013 or 2014.**

## **Slide 2 - Introduction**

The Beginning Administrator Mentoring Program is designed to provide a new administrator support and assistance from a trained mentor in order for the Beginning Administrator to develop leadership skills based on the Arkansas Building and District Leaders Evaluation System known as the Leader Excellence and Development System (LEADS).

The goal of mentoring is to provide support and focused feedback with regard to skills, professional behavior, and relevant, continuous professional growth for the first year administrator. The mentor will collaborate with the Beginning Administrator and assist with implementation of the Professional Growth Plan which is developed by the Beginning Administrator and his/her evaluator.

Today, as I talk about updates to the mentoring program, I will include mentoring rules, qualifications of a mentor, Beginning Administrator Induction Training Requirements, Mentor training, and Resource Modules for Beginning Administrators.

## **Mentoring Rules**

**Slide 3 – I will begin with the mentoring rules which were revised in February, 2015.** According to the rules governing Educator Mentoring, “Every novice teacher and beginning administrator employed in a public school, open-enrollment charter school, or other public educational setting shall participate in mentoring for no less than one (1) year.”

**Slide 4 -** The positions mentored are principal, assistant principal, and curriculum program administrators which include curriculum specialists, special education, gifted and talented, adult education program administrator, and content specialists. Superintendents are not included in this mentoring program but are mentored through the Arkansas Association of Educational Administrators.

**Slide 5 –** Dean of Students and Instructional Facilitators also are not mentored through the Beginning Administrator Mentoring Program.

**Slide 6 -** Once an administrator has been mentored and changes to another administrative position, mentoring is no longer required.

**Slide 7 -** Any administrator with an Administrator Licensure Completion Plan, also known as an ALCP, must participate in the mentoring program until the ALCP is completed up to three (3) years. Once the ALCP is completed, the administrator should immediately apply for a standard license.

**Slide 8** - Although the administrator with an ALCP must continue to be mentored until the plan is completed, attendance to Induction Training is not required again after the first year.

**Next, I will cover the Beginning Administrator Training Requirements.**

**Slides 9 – A Beginning Administrator must attend** Induction Training on August 3 at the Little Rock Marriott from 8:30 am until 3:00 pm. The training will count as professional development hours if approved by the school district. Beginning Administrators must also attend the Arkansas Association of Educational Administrators’ Summer Conference which begins at 3:30 pm after Induction Training on August 3. The Arkansas Department of Education will pay the registration fee for the Beginning Administrator. This does not include any late fees.

**Slide 10** - Approved sessions at the conference must be attended to total six (6) hours. An hour and a half credit will be given for a session at the Induction Training which will count towards the six (6) hours.

**Slide 11**- The TESS and LEADS Law and Process for new administrators may be attended as a session on August 4 or 5. Another Law and Process for TESS and LEADS session will also be scheduled on August 6 and 7 at the Holiday Inn West in Little Rock. All new administrators are required to attend a three (3) hour training which will cover teacher and administrator evaluation requirements of law, rules, and processes for implementation.

**Slide 12** - Training for Beginning Administrators who are hired late is September 21 at the Holiday Inn Airport in Little Rock.

**Slide 13** - Beginning Administrators attending this training must also attend **one** (1) of the three following AAEA conferences in Little Rock: the Joint Principal Fall Conference on Oct. 12-13, the Asst. Principal Conference on Oct. 21, or the Fall Conference on Oct. 29-30. The Department of Education will pay the registration fee for **one** of the three conferences chosen by the Beginning Administrator. A Commissioner’s Memo will be posted on the Department of Education website with registration information for all trainings and conferences.

**Slide 14 – Now, let’s discuss mentor qualifications and mentor training.** A Beginning Administrator mentor must hold a standard administrator license unless the law does not require a license or it is waived by the charter in a public charter school. The mentor must have at least one year of experience in the area being mentored, and be trained in the Arkansas Mentoring Model. The mentor should be in the same district as the Beginning Administrator, but sometimes circumstances do not allow for this to occur. It is permissible to use a mentor from another district if necessary.

**Slide 15 – Mentor Pairing and Stipend** - Mentors are paid a stipend of \$400 a year for mentoring a Beginning Administrator. A mentor from another district can be paid as contract labor by the Beginning Administrator’s district. The money always follows the BA. The school district project director is responsible for pairing Beginning Administrators with their mentors.

**Slide 16 (Mentor Training)**- Any mentor assigned to a Beginning Administrator during the 2015-2016 school year and has not been trained since the 2013-2014 school year, must be trained on August 3 at

the Little Rock Marriott. For mentors assigned after August 3, training will be on September 21 at the Holiday Inn Airport in Little Rock. Mentor training may count as professional development if allowed by the district. Registration information will be provided in a Commissioner's Memo posted on the Arkansas Department of Education website.

**There are updates which have been made to the Beginning Administrator mentoring modules and the number of modules to be completed.**

**Slide 17** – The modules are now called Resource Modules and a Beginning Administrator must complete three (3) of these modules which are online in Arkansas MOODLE at oee.armoodle.k12.ar.us. During the first semester, the Beginning Administrator will complete the *Survive and Thrive Resource Module*. This module provides a month-by-month guideline for the Beginning Administrator to use for planning throughout the first semester. The Beginning Administrator may select tasks from the guideline in which he or she feels the need for support and ask the mentor to assist with with planning and/or implementing the selected tasks. Also, during the first semester, the goal is for the Beginning Administrator to develop his or her Professional Growth Plan. Once the growth plan is developed, the BA, with the assistance of the mentor, should select two resource modules supporting the Professional Growth Plan.

**Slides 18** - During the second semester, the BA will complete the two resource modules he or she has selected. As the mentor and Beginning Administrator collaborate, the mentor will provide assistance as the BA completes the Resource Modules. Activities from the resource modules which are completed by the Beginning Administrator may be used as artifacts and uploaded into BloomBoard. The Beginning Administrator may continue to use the Survive and Thrive Resource Module for the remainder of the school year as a guide.

The two resource modules supporting the Professional Growth plan are to be completed by May 1. Upon completion of each resource module, the BA completes a short evaluation of the module's effectiveness. An End-of-Year Survey will be completed by both the BA and mentor.

No Resource Module activities are required to be uploaded into MOODLE, and no activities or modules must be marked completed.

Resource modules may count as professional development credit if approved by the school district. It is recommended by the ADE that four (4) hours are awarded for each resource module; however, if the mentor and BA can document additional time, the district may choose to apply more credit for Professional Development.

**Slide 19 – BA/Mentor Accountability – As** Mentors and Beginning Administrators work together, collaboration may be done face-to-face, by phone, email, text, or by using interactive technology. It is the responsibility of the school district to determine the method of verifying that mentoring has been completed. Again, it is the desire of the ADE that the resource modules align with the BA's PGP goals and the work will advance the BA towards proficient or higher levels of performance.

**Slide 20 –**

School Districts and open-enrollment public charter schools are expected to follow all mentoring rules. All Mentors and Beginning Administrators must be registered with the Office of Educator Effectiveness, all established guidelines must be followed, and all appropriate documentation submitted. Failure to abide by the mentoring rules will result in being placed in accredited – cited status.

**Contact Information**

**Slide 21 – Updates using MOODLE** - For the most current updates on using MOODLE, please view the MOODLE tutorial, located on the Beginning Administrator Program page on the ADE website.

**Slide 22 – MOODLE Contact Info** - All questions concerning MOODLE should be directed to MOODLE Tech support at 870-886-7717 or by emailing at [admin@armoodle.k12.ar.us](mailto:admin@armoodle.k12.ar.us)

**Slide 23 – BA Program Resource** - For more information on the Beginning Administrator Program, you may go to the Arkansas Department of Education Website [www.arkansased.org](http://www.arkansased.org). Click on the letter “B” in the alphabet at the top of the page, then click on Beginning Administrator Program.

**Slide 24 – Contact Info** -For questions about the Beginning Administrator Mentoring Program, email Renee Nelson at [renee.nelson@arkansas.gov](mailto:renee.nelson@arkansas.gov) , or contact administrative assistant, Richard Wind, at 870-682-4346 or email him at [richard.wind@arkansas.gov](mailto:richard.wind@arkansas.gov).

Whether you are a Mentor or a Beginning Administrator, I hope you have a great experience in the mentoring program this year and find the resource modules beneficial to your professional growth!