

Slide 1

Welcome to the School District Induction Project Director Update Training for 2015-2016, prepared by the Office of Educator Effectiveness. The Project Director Update Training is a series of videos to be viewed by the Project Director to provide him or her with the training needed in order to fulfill their responsibilities of the position.

Slide 2

Who is the School District Induction Project Director? The School District Project Director is designated by the Superintendent of the school district to oversee the mentoring and induction process of Novice Teachers and/or Beginning Administrators. The Project Director is typically a person in a position of authority within the school district.

Slide 3

What are the responsibilities of the Project Director?

The Responsibilities of a Project Director as they apply to both Novice Teachers (NT) and Beginning Administrators (BA) are to:

1. Attend the Project Director Update Training by viewing all the Training Videos
2. Create any accounts and documents in MOODLE
3. Complete Forms in MOODLE:
 - 2015-2016 School District Assurances Form
 - W-9 Form
4. Assign mentoring pairs for NTs and/or BAs
5. Hold an Orientation for NTs and Mentors
6. Monitor:
 - Mentoring for NTs and/or BAs
 - Observations for NTs
 - Surveys for NTs and/or BAs
7. Ensure accuracy of data in pairing reports for NTs and/or BAs
8. Ensure accuracy of the End of Year Report

Slide 4

What is the Project Director Update Training? The Project Director Update Training is an annual, required training created to provide information to the

Project Director regarding their role and responsibilities and to provide any updates to both the Novice Teacher and Beginning Administrator Mentoring Programs. For school year 2015-2016, the Project Director Update Training is provided via a series of videos to be viewed by the Project Director at her or his earliest convenience. ADE recommends all videos to have been viewed by August 1, 2015. Additional videos and information may be provided throughout the school year on an as-needed basis.

Slide 5

ADE will no longer be using ATLAS as our online learning management system for mentoring. MOODLE will be the management system for both the Novice Teacher and Beginning Administrator Mentoring Programs.

Slide 6

For school year 2015-2016, no physical attendance is required for the Project Director Update Training. Instead, the Training is provided via a series of videos to be viewed by the Project Director at his or her earliest convenience. For the Project Director's convenience, the Training Videos contain voice-over narration as well as tutorials with screenshots. ADE recommends the Project Director to have viewed all Training videos by August 1, 2015. The Training Videos include those tutorials provided by MOODLE. This specific video gives an overview of the Responsibilities of the Project Director. Watching the Training videos is the first responsibility of the Project Director.

Slide 7

- The second responsibility of the Project Director is to create any accounts and/or documents in MOODLE.
- The School District Superintendent receives an email from Sandra Hurst, Director of Educator Effectiveness at ADE. The email will provide the Superintendent with instructions in how to designate the School District Project Director, who oversees mentoring and induction for both NTs and BAs. The designated Project Director receives an instructional email from the Superintendent to complete the following steps:
 1. View all Project Director training videos for updates/ next steps
 2. Create an account in MOODLE, if needed
 3. Create a profile for Project Directors
 4. Pair NTs and BAs with assigned mentors

Slide 8

The third responsibility of the Project Director is to complete necessary forms in MOODLE. **(There are two (2) forms the Project Director needs to complete ASAP: the School District Assurances Form and the W-9 Form).**

The first form to complete in MOODLE is the School District Assurances Form.
The Superintendent prints a 2015-2016 School District Assurances Form from MOODLE. **(The Assurances Form is an agreement between the school district and ADE that mentoring of NTs and/or BAs will be conducted with fidelity and will follow the rules of mentoring).**

The Superintendent reads and signs the Assurances Form and gives the form to the designated Project Director. The Project Director reads and signs the Assurances Form and then uploads the Form into MOODLE.

Any questions about uploading the Assurances Form, please contact MOODLE Tech Support at admin@armoodle.k12.ar.us
870-637-1011

Slide 9

The second form a Project Director needs to complete is the W-9 form.
If the school district has a NT and/or BA, the Project Director receives a stipend.

Stipends are on a sliding scale, based on total number of BA and MT Mentor pairs the school district has:

1- 9 pairs = \$300

10- 19 pairs = \$400

Cap of \$1000

The Project Director stipend comes from ADE and is sent directly to the home address of the Project Director between May and **June 15**; therefore, the Project Director needs to ensure ADE has a W-9 form on file for him or her.

If you are a new Project Director, please print out a W-9 form, located in MOODLE, complete the information with your home address; be sure to sign it. **Fax the W-9 form to ATTN: Tracii Laettner @ 501-682-5118.**

Returning Project Directors do not need to fill out another W-9 form, unless there has been a name change or an address change.

Any questions regarding the W-9 form, please contact Tracii Laettner at tracii.l.aettner@arkansas.gov

Slide 10

The fourth responsibility of the Project Director is one of the most important: to assign mentors to BAs and/or NTs. To begin, let's start with some quick references to which Beginning Administrators are mentored and which Novices are mentored.

First, let's begin with BAs:

According to the rules governing Educator Mentoring, 3.01 states: "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."

As stated in Section 3.01.32 of the Mentoring Rules, once an administrator has been mentored either as a building level administrator or curriculum program administrator, mentoring is no longer required.

Administrator Licensure Completion Plan (ALCP)

An Administrator with an ALCP is mentored until the ALCP is completed, up to three years. Upon completion of the ALCP, the BA applies for Standard license. Any administrator being mentored attends Induction Training, except an administrator with an ALCP who attended induction training the first year of mentoring and has not completed the ALCP.

Slide 11

According to the rules governing Educator Mentoring, 2.05, the definition of a Novice Teacher is a teacher who has less than one (1) year of classroom teaching experience, not including student internship or substitute teaching.

2.05.1 “Novice Teacher” **definition** may include an individual with a provisional or standard license issued by the State Board who is employed as a teacher of record in a private school, if the private school participation is approved by the Department under these rules.

The most traditional type of novice teacher is one who has participated in the teacher preparation program at a university and has graduated with a Standard license. This novice teacher is mentored for one year.

For 2015-2016, regardless of years’ **teaching** experience, if a teacher comes from a private school, she or he must be mentored **for a year**.

Though we mentor many novices – such as novice school counselors or novice library media specialists-- we call all novices, “novice teachers”.

For specific information regarding all of the other type of novices that require mentoring, please refer to the video Non-Traditional Novice Teachers.

Slide 12

ADE will not be keeping a list of NT Mentors who attend NT Mentor training. It is the responsibility of the school districts to ensure they utilize Trained mentors who have the necessary qualifications.

It is the responsibility of newly trained NT Mentors to give a copy of their attendance of mentor training to their Project Director. If necessary, newly trained NT Mentors may contact the Teacher Center Coordinator of the Co-op where the mentor was trained to receive verification of attendance.

NT Mentors who were trained in 2014 will continue to be approved for the 2015-2016 school year.

Project Directors may also attend the NT Mentor Training and serve as mentors, provided the Project Director is not in an evaluative position over the NT. For information regarding both training and qualifications of BA or NT Mentors, please refer to the BA/Mentor Update Video, and/or the NT/Mentor Update Video.

Slide 13

- For Beginning Administrators, mentors may be from a different school district from the BA and paid as contract labor.

- For NTs, Project Directors assign NT Mentors with mentors **in the same school district** who match the NT as closely as possible in:
 - Same building
 - Same Subject
 - Same Grade level

Again, for a complete list of those novices who are mentored, please refer to the Non-Traditional Novice Teachers video

Slide 14

RETIRED TEACHERS may be mentors, providing they meet the following qualifications:

- * must have a current Arkansas teaching license in order to be an active mentor
- * must have been recommended by administrator to attend NT Mentor Training
 - must attend the NT Mentor Training
- * must be trained in Framework for Teaching

- Retired Teachers are eligible to mentor more than one NT

Slide 15

Novice School Counselors and Novice Library Media Specialists:

There has been an update in Options for mentoring novice school counselors or novice library media specialists. This update has been made since the NT/Mentor Update Video was posted.

Please listen carefully to the explanation of options for mentoring a novice school counselor or a novice library media specialist.

***The definition of a Novice School Counselor or Novice Library Media Specialist is someone who has graduated with a degree in School Counseling or Library Media but has never taught in the classroom.

Mentoring does **NOT** include someone who has taught in the classroom and is now changing positions to become a School Counselor or Library Media Specialist.

- While ADE considers it to be in the best interests of any novice if the mentor for the novice is located in the same school district, the following are options for mentoring novice school counselors or novice library media specialists. **In all of these options, the mentor must be attend the NT Mentor Training to become a certified, trained mentor.**

Slide 16

Options for mentoring Novice School Counselors or Novice Library Media Specialists

OPTION 1:

(1) The Project Director can select as a mentor one of the school district's teachers who has a previous background in counseling or in library media

OPTION 2:

(2) The Project Director can select one of their strongest teachers to be the mentor for a novice school counselor or a library media specialist

OPTION 3:

(3) The Project Director can ask a **school** counselor or **school** library media specialist from another school district if he/she would mentor the novice

Slide 17

If Option 3 is chosen:

- It is the responsibility of the Project Director to make the arrangements with the partnering school district

- The mentor stipend would be sent to the school district of the novice, and the mentor of the partnering school district would be paid by the **NT Project Director** as contract labor
- Meetings between the novice and the mentor can be held live or via interactive technology
- Observations can be live or recorded
- ADE will not reimburse for substitutes or travel **if Option 3 is selected**

Slide 18

The procedures of how to pair in MOODLE a NT or a BA with their respective mentor are included in the MOODEL tutorials for Project Directors.

(When the Superintendent submits the form in MOODLE designating the Project Director for the school district, MOODLE will enroll the Project Director. Then the Project Director will receive an email from MOODLE with further instructions. When the email is received, the Project Director will then have access to the Project Director MOODLE Tutorials).

Once a Project Director pairs the NT with a mentor and **submits the pairing form**, the NT and Mentor will each receive access to the Teachscape *Focus for Teachers*.

Teachers from out-of-state or teacher who have not taught in the past 2 years need to contact Sandra Hurst (sandra.hurst@arkansas.gov) to receive a Teachscape *Focus for Teachers* account.

Project Directors should contact Richard Wind (Richard.wind@arkansas.gov) regarding any questions about procedures for this year or for *Focus for Teachers* accounts.

Slide 19

- Because it is the responsibility of the Project Director to enter BA/Mentor pairs and NT/Mentor pairs quickly and accurately, the Project Director must know the license type of each NT and BA in order to enter the data correctly.

- FRIENDLY REMINDER: When pairing a NT, the Project Director must think in terms of semesters of mentoring for the Novice Teacher, such as “What semester of mentoring is the NT?”

For example, a Novice Teacher may begin the mentoring process in January. This would be entered as the on the pairing form as the **FIRST** semester of mentoring for that novice teacher (even though it is the second semester of a school year).

Slide 20

ENTERING PAIRS IN THE FALL SEMESTER:

The **official** deadline for entering mentoring pairs of BAs and/or NTs is September 30. The last possible date any pair may be entered into MOODLE for the fall semester is October 10.

If the Project Director does not enter the NT/Mentor pair in MOODLE by October 10, the NT must wait until the following semester to begin the mentoring process. Work completed will not count toward mentoring if the pair is not entered into MOODLE by October 10.

If a BA/Mentor pair is not entered in MOODLE by October 10, the BA must wait until the following year to begin the mentoring process.

Slide 21

ENTERING PAIRS IN THE SPRING SEMESTER OF THE SCHOOL YEAR:

The last possible date any pair may be entered into MOODLE for the spring semester is February 15.

If the Project Director does not enter the NT/Mentor pair in MOODLE by February 15, the NT must wait until the following semester to begin the mentoring process. Work completed will not count toward mentoring if the pair is not entered into MOODLE by February 15.

Slide 22

The 5th responsibility of the Project Director is to hold an Orientation for the NTs and Mentors. Holding an Orientation for NTs and Mentors will be especially crucial this year as it will be the Project Director who will decide what the

documentation for mentoring will be for their school district for both BAs and NTs.

The Orientation for the NTs and their Mentors will also make both NTs and Mentors aware of their responsibilities in mentoring and provide a place of support for all NTs and Mentors.

The NT/Mentor Update video has been designed to be part of the Orientation, if the Project Director chooses to use it.

Slide 23

The sixth responsibility of a Project Director is to monitor the progress of the mentoring pairs within the school district. It will be the decision of the Project Director what will be the procedures for monitoring authentic mentoring. Examples of documentation of mentoring might be scheduling a time to meet with the mentoring pairs to discuss artifacts that might have been uploaded into BloomBoard. For the NT and Mentor pair, it might be their turning in their Observations and/or brief written reflections on the strategies the NT has implemented within the classroom,

Because of the different requirements in mentoring a Beginning Administrator vs. mentoring a Novice, the procedures may vary in the two categories.

The Project Director will want to ensure BAs, NTs, and their respective mentors what are the expectations and procedures to follow for their mentoring program.

For all mentoring pairs, the requirements for mentoring documentation need to be the same across all school levels.

Slide 24

NOVICE TEACHER MENTORING TIMELINE FOR 2015-2016

FIRST SEMESTER OF MENTORING

- ▶ Survive and Thrive Resource Module with assistance of Mentor
 - For Novice Teachers
 - For Novice School Counselors

- For Novice Library Media Specialists
- ▶ Mentor Observes Novice Teacher
- ▶ NT Observes Mentor (or a teacher the Mentor has selected)
- ▶ **NT Survey regarding Teacher Preparation Program**
- ▶ **Mentor Survey regarding Teacher Preparation Program**
- ▶ Resource Module activities may be used as artifacts and uploaded into BloomBoard
- ▶ Upon module completion, evaluation is done for each module

SECOND SEMESTER OF MENTORING

- ▶ Two (2) NT Resource Modules aligned to the NT's Professional Growth Plan (PGP)
- ▶ Novice Teacher Survey regarding **mentoring for that year**
- ▶ **Mentor Survey mentoring for that year**

ALL ITEMS IN SECOND SEMESTER MUST BE COMPLETED BY MAY 1

Slide 25

For those NTs who are mentored for more than 2 semesters

THIRD SEMESTER OF MENTORING

- complete 2 Resource Modules, aligned to the NT's PGP
- complete 1 observation of the mentor observing the NT
- complete 1 observation of the NT observing the Mentor (or a teacher the mentor selects)
- **NT Survey regarding Teacher Preparation Program**
- **Mentor Survey regarding Teacher Preparation Program**

FOURTH SEMESTER OF MENTORING

- complete 2 Resource Modules, aligned to the NT's PGP
- ▶ complete Novice Teacher Survey **regarding mentoring for that year**
- ▶ **complete Mentor Survey regarding mentoring for that year**

ALL ITEMS IN THE SECOND SEMESTER OF THE SCHOOL YEAR MUST BE COMPLETED BY MAY 1

Slide 26

BEGINNING ADMINISTRATOR MENTORING TIMELINE FOR 2015-2016

FIRST SEMESTER OF MENTORING

- ▶ Survive and Thrive Module with assistance of Mentor
- ▶ BA Survey regarding Leadership Preparation Program
- ▶ **BA Mentor Survey regarding Leadership Preparation Program**
- ▶ BA Develops Professional Growth Plan (PGP)

SECOND SEMESTER OF MENTORING

- ▶ Two (2) BA Resource Modules aligned to the BA's PGP
- ▶ Resource Module activities may be used as artifacts and uploaded into BloomBoard
- ▶ Upon module completion, evaluation is done for each module
- ▶ BA Survey **regarding mentoring for that year**
- ▶ BA Mentor Survey **regarding mentoring for that year**

ALL ITEMS MUST BE COMPLETED BY MAY 1

Slide 27

Before the Project Director disburses payment to the NT and/or BA Mentor pairs, the Project Director must ensure the information on the pairing report is accurate. **(Only Mentors receive payment)**

MENTOR STIPENDS:

Providing all mentoring work and required documentation for mentoring has been completed and submitted to the Project Director:

BA Mentors receive \$400 for the year

NT Mentors receive \$1200 for the year

For any questions regarding finances, please contact Tracii Laettner tracii.l.aettner@arkansas.gov

Slide 28

School districts and open-enrollment public charter schools are expected to follow all mentoring rules.

All Mentors and Beginning Administrators and/or Novice Teachers must be registered with the Office of Educator Effectiveness, **(by being paired in MOODLE)** all established guidelines must be followed, and all appropriate documentation submitted.

Failure to abide by mentoring rules will result in being placed in accredited-cited status.

Slide 29

For any questions regarding MOODLE, please contact MOODLE TECH SUPPORT:
admin@armoodle.k12.ar.us 870-637-1011

For questions regarding **Program Content**, please contact:

- Beginning Administrator Program Advisor: Renee Nelson
- renee.nelson@arkansas.gov
- Teacher Induction Program Advisor: Maureen Harness
maureen.harness@arkansas.gov
- Assistant to both Program Advisors: Richard Wind
- richard.wind@arkansas.gov