



ARKANSAS
DEPARTMENT
OF EDUCATION

Induction Project Director Update Training 2015-2016

Memo Information

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Memo Date: 7/21/2015

Memo Type: Informational

Section: Human Resources

Regulatory Authority: §

Response Required: NO

Attention: Charter Directors; Co-op Directors; Elementary Principals; Middle School Principals; High School Principals; Superintendents; Teacher Center Coordinators; School District Induction Project Directors

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Memo Text

All school districts, open-enrollment charter schools, and other state agencies that employ novice teachers and/or beginning administrators are required to appoint a School District Induction Project Director who oversees the mentoring programs for novice teachers and/or beginning administrators.

School district superintendents will be responsible for designating the Project Director by entering the required information on the provided forms. Sandra Hurst, Director of Educator Effectiveness at the Arkansas Department of Education (ADE), will send an email to superintendents with instructions to access and complete the necessary forms to designate their School District Induction Project Director. In the event of a change in Project Directors

within the school year, superintendents will contact the support staff at MOODLE, the online learning management system, by emailing MOODLE Tech Support at admin@armoodle.k12.ar.us (mailto:admin@armoodle.k12.ar.us)

All Project Directors are required to participate in the annual Project Director Update Training and submit in MOODLE the 2015-2016 School District Assurances Form, even those whose school districts do not currently have novice teachers or beginning administrators, in the event a novice teacher or beginning administrator is hired after the start of the school year. For 2015-2016, the Project Director Update Training will be provided via online videos and MOODLE tutorials, which are posted on both the Teacher Induction/ Mentoring and Beginning Administrator Program web sites.

Beginning Administrator web site:<http://www.arkansased.gov/divisions/human-resources-educator-effectiveness-and-licensure/office-of-educator-effectiveness/teacher-inductionmentoring> (<http://www.arkansased.gov/divisions/human-resources-educator-effectiveness-and-licensure/office-of-educator-effectiveness/teacher-inductionmentoring>)

Teacher Induction/Mentoring web site:

<http://www.arkansased.gov/divisions/human-resources-educator-effectiveness-and-licensure/office-of-educator-effectiveness/beginning-administrator-program>
(<http://www.arkansased.gov/divisions/human-resources-educator-effectiveness-and-licensure/office-of-educator-effectiveness/beginning-administrator-program>)

Project Directors will watch the Update Training videos at their earliest convenience; it is recommended by ADE to complete the Project Director Update Training by August 1. The Project Director Update videos and MOODLE tutorials may also serve as a reference guide throughout the year.

Project Directors should encourage novice teachers and beginning administrators to follow the steps in the MOODLE tutorial to create a MOODLE account and self-enroll into MOODLE

Beginning Administrator Mentoring Program

Beginning Administrator:

<https://sites.google.com/a/virtualarkansas.org/oe-mentoring/beginning-administrators>
(<https://sites.google.com/a/virtualarkansas.org/oe-mentoring/beginning-administrators>)

Mentor:

<https://sites.google.com/a/virtualarkansas.org/oee-mentoring/ba-mentor>
(<https://sites.google.com/a/virtualarkansas.org/oee-mentoring/ba-mentor>)

Teacher Induction Mentoring Program

Novice Teacher:

<https://sites.google.com/a/virtualarkansas.org/oee-mentoring/novice-teachers>
(<https://sites.google.com/a/virtualarkansas.org/oee-mentoring/novice-teachers>)

Mentor:

<https://sites.google.com/a/virtualarkansas.org/oee-mentoring/nt-mentor>
(<https://sites.google.com/a/virtualarkansas.org/oee-mentoring/nt-mentor>)

Doing so will allow both novice teachers and beginning administrators to access to their respective Survive and Thrive module, the foundation of the first semester of mentoring. Neither novice teachers nor beginning administrators need to be formally paired with their mentor in order to have access to their Survive and Thrive module.

Once viewing the videos and tutorials, the Project Director follows the designated steps to begin the process of pairing novice teachers and/or beginning administrators with their assigned mentor.

Once a project director pairs a novice teacher with a mentor and submits the pairing form, the novice teacher and mentor will each receive access to the Teachscape Focus for Teachers. Teachers from out-of-state and teachers who have not taught in the past two years need to contact Sandra Hurst sandra.hurst@arkansas.gov (<mailto:sandra.hurst@arkansas.gov>) to receive a Teachscape Focus for Teachers account. Other questions regarding a Focus for Teachers account should be directed to Richard Wind richard.wind@arkansas.gov (<mailto:richard.wind@arkansas.gov>)

Attachments

Not Available