



# Beginning Administrator Induction and Mentor Training

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## Memo Information

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**Memo Type:** Administrative

**Section:** Educator Effectiveness & Licensure

**Regulatory Authority:**

**Response Required:** NO

**Attention:** Federal Programs; Superintendents; Principals; Technology Coordinator; Test Coordinator; General Business Manager; Teachers

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## Contact Information

**Name:** Renee Nelson

**Phone Number:** 501-682-9850

**Email:** renee.nelson@arkansas.gov

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## Memo Text

### **Beginning Administrator Induction Training**

The Arkansas Department of Education (ADE) Office of Educator Effectiveness in collaboration with the Arkansas Association of Educational Administrators (AAEA) will host the 2016-2017 Beginning Administrator (BA) Induction Training and Beginning Administrator Mentor Training to be held during the AAEA Summer Conference, August 1-3, at the Little Rock Marriott Hotel and Statehouse Plaza Convention Center (3 Statehouse Plaza) in Little Rock. **Induction Training and training for New BA Mentors will be held from 8:00 a.m. until 2:30 p.m. on August 1, and the AAEA conference will begin at 3:00 p.m.**

### **BA Induction Training Registration**

The AAEA Summer Conference registration fee is complimentary for BAs being mentored for the first time. This does not include late registration fees. Lunch and breaks are included with the registration for the conference. Other costs for lodging, meals, and mileage are the administrator's responsibility. **Once a BA registers for Induction Training, he or she will automatically be registered for the AAEA Summer Conference. There will be no on-site registration for BA Induction Training due to limited space. The registration deadline is July 25.** The deadline will be adhered to.

All BAs registering for Induction Training and the AAEA Summer Conference must register online at the following link:

<https://www.eventbrite.com/e/beginning-administrator-induction-training-august-1-2016-tickets-22788573236> (<https://www.eventbrite.com/e/beginning-administrator-induction-training-august-1-2016-tickets-22788573236>)

### **BA Mentor Training and Registration**

All New Mentors should register for New Mentor Training held on August 1 at the following link:

<https://www.eventbrite.com/e/beginning-administrator-mentor-training-august-1-2016-800-am-230-pm-tickets-22793826950> (<https://www.eventbrite.com/e/beginning-administrator-mentor-training-august-1-2016-800-am-230-pm-tickets-22793826950>)

### **Attendee Requirements:**

All BAs who are building level administrators or curriculum program administrators and have not previously been mentored are required to attend the Induction Training. In addition to the induction training, the BA will attend the AAEA Summer Conference sessions as part of the training. The Induction Training is not required for experienced administrators who are coming to Arkansas from out-of-state.

All BA mentors who have never been trained or who were trained prior to 2013 will be considered "new" mentors and will be required to attend new mentor training. Training for new mentors will be led by current Arkansas school administrators and will focus on skills and strategies to support and develop BAs. The new mentor training will also include updated mentoring support components: BloomBoard Collections and Observation Engine. New mentors who are unable to be trained during the scheduled session at the summer conference will attend new mentor make-up training in September.

2016-17 Active mentors, who were trained in 2013, 2014, or 2015, will need to be updated on these updated support components. Sessions for these mentoring updates (BloomBoard Collections and Observation Engine) are included in the AAEA conference breakout sessions

on August 2<sup>nd</sup>. Additional sessions will be scheduled after the summer conference and available via video and webinar.

### **AAEA Conference Sessions**

Many of the conference sessions (including general sessions) are aligned with Arkansas's adopted leadership standards, which govern the Leader Excellence and Development System (LEADS). Some of the conference sessions will be approved for the BA training.

The conference program will designate which sessions are approved for BAs. Each BA is expected to attend approved sessions equivalent to six (6) hours. All general sessions are included in the approved choices.

All additional required administrator trainings will be offered during the conference. The TESS/LEADS Law and Process training and BloomBoard Administrator training will be available on August 2 and 3. The Law and Process training covers teacher and administrator observer system requirements of law, rules, and processes for implementation. The BloomBoard Administrator training will prepare administrators to conduct observations, collect and analyze evidence, and provide ratings.

For those who prefer to attend these trainings at other times, the TESS/LEADS Law and Process training and the BloomBoard Administrator training will both be held at the State Capitol Big Mac building and the ADE Arch Ford building on July 19 and August 4.

Registration links for these trainings will be posted on the LEADS web page at: <http://www.arkansased.gov/divisions/human-resources-educator-effectiveness-and-licensure/office-of-educator-effectiveness/leader-excellence-and-development-system-leads> (<http://www.arkansased.gov/divisions/human-resources-educator-effectiveness-and-licensure/office-of-educator-effectiveness/leader-excellence-and-development-system-leads>)

For questions regarding required trainings, see Commissioner Memo LIC-16-036, published on March 31, 2016.

### **Late Hires**

Administrators who are hired late and cannot attend the August 1 Induction Training, may attend make-up training on September 19 at the Little Rock Holiday Inn Airport. There will also be make-up training for new BA mentors on this date. Registration information will be made available in a Commissioner's Memo after the August 1 training.

BAs attending the September 19 training will be required to attend **one** of the following AAEA fall conferences: Assistant Principal Conference (date TBA), or the Fall Conference, October 27-28. The registration fee to one conference is complimentary for the BA. Registration information will be included in the Commissioner's Memo.

# Attachments

Not Available