APPEL Novice Teacher :

Points of Discussion:

- For how long are they mentored?
- How are they mentored?
- What's the APPEL option for mentoring?
- How are APPEL Year Two participants mentored?
- What's the difference in private schools?

APPEL Novice Teacher

APPEL:

- Currently enrolled in APPEL
- Hold at least a bachelor's degree
- Hold a two-year Provisional Teaching License
- Required 4 semesters of mentoring
- Can follow guidelines Novice Teacher Mentoring Program
- Have OPTION of substituting APPEL module
- Work with mentor utilizing Moodle

APPEL Mentoring Guidelines

APPEL novices may substitute an APPEL module in place of a Novice Teacher Mentoring module under certain guidelines. This is optional. The mentor or the Project Director (PD) may decide that a Novice Teacher Mentoring module is more or most appropriate. The PD, mentor and novice must be in agreement to utilize this option.

APPEL Mentoring Guidelines

The purpose of the APPEL teacher mentoring guidelines is to help prevent the APPEL novice from duplicating work for the Novice Teacher Mentoring Program that has already been done or will be done in the APPEL Program.

APPEL Mentoring Guidelines

- Project Director (PD): one time, option approval
- APPEL novices may substitute APPEL:
  - assignments,
  - activities,
  - reflections, and
  - artifacts
- Items must align w APPEL novice's PGP
- Mentor assists to determine alignment
- Same procedures as mentoring program to substitute
- PD/mentor decides which module to complete

APPEL Mentoring SCENARIO:

The mentor and novice meet. The novice has allowed the mentor to view the PGP and the APPEL online module prior to meeting. The pair reviews the APPEL module, assignment, activity and journal reflection and the mentor makes the final determination whether it aligns with the PGP. After discussion and reflection the mentor assists the novice, including observations, as needed or necessary. The APPEL module now substitutes for the Novice Teacher Mentoring module.

Year Two APPEL Novices

- Nationwide push for a performance-based assessment
- ADE set up the pilot for edTPA
- Must prepare a submission to edTPA to complete APPEL
- Chosen because it aligns so well with FFT
- Monthly modules and assignments are edTPA related
- Assignments and artifacts substitute for a mentoring module
- Advantage is the mentor's help (videotaping and analysis)
- Artifacts can also be used for TESS
- Discuss with mentor and evaluator edTPA and how it aligns with mentoring and TESS
- Review and update your Professional Growth Plan (PGP)
- Align the goals on the PGP with edTPA

Private School Novices

Any APPEL novice employed in a private school setting:

- **Required mentoring**
- **Mentor <u>must</u> be trained and certified**
- **Mentored for 2 Years (4 semesters)**

Traditional

- Completed undergraduate program
- Degree in Education
- Less than one year of classroom teaching experience
- Standard, or one- year Provisional license
- Mentored for two (2) semesters
- Follow guidelines for Novice Teacher Mentoring Program
- Work with mentor utilizing Moodle

Non-Traditional

- Currently attend an alternate-route program
- Degree other than Education
- Provisional license
- Mentored for:
- APPEL- 4 semesters
  - Follow guidelines for Mentoring Program
  - Work with mentor utilizing Moodle
  - Option of APPEL for Mentoring module
- ATC- 2 semesters
  - Follow guidelines for Mentoring Program
  - Work with mentor utilizing Moodle
- MAT,MED, MTLL- Minimum of 2 semesters then for duration of program, not to exceed 4 semesters
  - Follow guidelines for Mentoring Program
  - Work with mentor utilizing Moodle

PPTL

- Hold a current, valid Provisional Professional Teaching License
- Degree other than Education
- 3-yr Provisional license
- Mentored for four (4) semesters
- Follow guidelines for Novice Teacher Mentoring Program
- Work with mentor utilizing Moodle

Technical Permit

- Hold a current, valid Technical Permit
- Permit approved through Arkansas Career Education
- Degree or credentials
- Less than one year of secondary level teaching experience
- Provisional or Standard Tech Permit
- Mentored for two (2) semesters
- Follow guidelines for Novice Teacher Mentoring Program
- Work with mentor utilizing Moodle

Library Media Specialists and School Counselors

- Completed master's program
- Have no years of classroom teaching experience
- Standard license
- Mentored for two (2) semesters
- Follow guidelines for Novice Teacher Mentoring Program
- Work with mentor utilizing Moodle

Keep in mind that mentors assigned to novices in a private school setting must be trained as a mentor before being paired.

Arkansas Department of Education
Office of Educator Preparation
501-371-1582

ARKANSAS DEPARTMENT OF EDUCATION
INTERNET SUBMISSION FORM

The Communications Office will be responsible for assisting all staff members in reviewing all information submitted for the Department's main website, http://arkansased.org, in an effort to assure consistency in writing style and appearance of the site.

INFORMATION IS BEING SUBMITTED BY:

Name: Maureen Harness

Title: Teacher Induction Program Advisor

Section: ADE Division: OEE

Telephone: 501-683-4382 E-mail: maureen.harness@arkansas.gov

DESCRIPTION OF INFORMATION:

Please place recorded Project Director Webcast and the attached four (4) Power Points on both the Teacher Induction Website and the Beginning Administrator websites.

Information should be posted as:

PDF X ☐ Word ☐ Excel ☐

Information has been reviewed for: x Spelling x Grammar x Formatting

The electronic version of the attached document will be e-mailed to ade.webrequest@arkansas.gov

MAINTENANCE:

Provider requests that the attached information be posted on the following link (please provide complete URL and any additional instructions pertaining to the submitted information):

Teacher Induction Website:
http://www.arkansased.gov/divisions/human-resources-educator-effectiveness-and-licensure/office-of-educator-effectiveness/teacher-inductionmentoring

Beginning Administrator website:
http://www.arkansased.gov/divisions/human-resources-educator-effectiveness-and-licensure/office-of-educator-effectiveness/beginning-administrator-program

Information should be posted by (date): **As soon as the Webcast recording is also available to be posted**

(If same day, all materials must be received by noon.)

Information should be deleted from the site by (date): **n/a**

The following staff member is responsible for reviewing the information in a timely manner and notifying the Assistant Commissioner and the Director of Communications of necessary changes.

Staff Member **Sandra Hurst** Phone #: **501 682-8526**

Section/Division of OEE

PROCEDURES FOR PROJECT DIRECTORS

- We will cover the following:
  - How to Add a Pair
  - How to Delete a Pair
  - How to Change a Mentor
  - How a Pair accesses Moodle

HOW TO PAIR

Institution	Project Director	License Type	Addition/Change (2nd Semester) YES/NO - Reason?	Novice First Name	Novice Last Name	Novice Email	Mentoring Term	Program	Novice Grade Span/Building Administrator Level	Mentor First Name	Mentor Last Name	Mentor Email	Mentor Institution
John Doe School District	Richard Wind	Standard		John	Smith	john.smith@john.doe.k12.ar.us	Full Year	Beginning Administrators	Elementary	Jane	Smith	jane.smith@johndoe.k12.ar.us	John Doe School District
John Doe School District	Richard Wind	Standard		Jane	Smart	jane.smart@jane.doe.k12.ar.us	Full Year	Novice Teacher	All Grades (Physical Education)	Jill	Smart	jill.smart@johndoe.k12.ar.us	Jack Jill School District
John Doe School District	Richard Wind	Standard	YES - REMOVED	Josh	Small	josh.small@josh.doe.k12.ar.us	Fall Only	Novice Teacher	K-4	John	Small	john.small@johndoe.k12.ar.us	John Doe School District
John Doe School District	Richard Wind	Provisional - Non Traditional (APPEL)	YES - New	Jill	Smitt	jill.smitt@jill.doe.k12.ar.us	Spring Only	Novice Teacher	9-12 (Science)	Josh	Smitt	josh.smitt@johndoe.k12.ar.us	John Doe School District

- I will share a spreadsheet with each Project Director with 1st Semester's Pairing Information
- Please give an email address for each participant

HOW TO ADD A PAIR

Institution	Project Director	License Type	Addition/Change (2nd Semester) YES/NO - Reason?	Novice First Name	Novice Last Name	Novice Email	Mentoring Term	Program	Novice Grade Span/Building Administrator Level	Mentor First Name	Mentor Last Name	Mentor Email	Mentor Institution
John Doe School District	Richard Wind	Standard		John	Smith	john.smith@john.doe.k12.ar.us	Full Year	Beginning Administrators	Elementary	Jane	Smith	jane.smith@johndoe.k12.ar.us	John Doe School District
John Doe School District	Richard Wind	Standard		Jane	Smart	jane.smart@jane.doe.k12.ar.us	Full Year	Novice Teacher	All Grades (Physical Education)	Jill	Smart	jill.smart@johndoe.k12.ar.us	Jack Jill School District
John Doe School District	Richard Wind	Standard	YES - REMOVED	Josh	Small	josh.small@josh.doe.k12.ar.us	Fall Only	Novice Teacher	K-4	John	Small	john.small@johndoe.k12.ar.us	John Doe School District
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- Fill out each field above, placing "YES – NEW" in the fourth column.
- The Term would be Spring

HOW TO REMOVE A PAIR

Institution	Project Director	License Type	Addition/Change (2nd Semester) YES/NO - Reason?	Novice First Name	Novice Last Name	Novice Email	Mentoring Term	Program	Novice Grade Span/Building Administrator Level	Mentor First Name	Mentor Last Name	Mentor Email	Mentor Institution
John Doe School District	Richard Wind	Standard		John	Smith	john.smith@john.doe.k12.ar.us	Full Year	Beginning Administrators	Elementary	Jane	Smith	jane.smith@johndoe.k12.ar.us	John Doe School District
John Doe School District	Richard Wind	Standard		Jane	Smart	jane.smart@jane.doe.k12.ar.us	Full Year	Novice Teacher	All Grades (Physical Education)	Jill	Smart	jill.smart@johndoe.k12.ar.us	Jack Jill School District
John Doe School District	Richard Wind	Standard	YES - REMOVED	Josh	Small	josh.small@josh.doe.k12.ar.us	Fall Only	Novice Teacher	K-4	John	Small	john.small@johndoe.k12.ar.us	John Doe School District
John Doe School District	Richard Wind	Provisional - Non Traditional (APPEL)	YES - New	Jill	Smitt	jill.smitt@jill.doe.k12.ar.us	Spring Only	Novice Teacher	9-12 (Science)	Josh	Smitt	josh.smitt@johndoe.k12.ar.us	John Doe School District

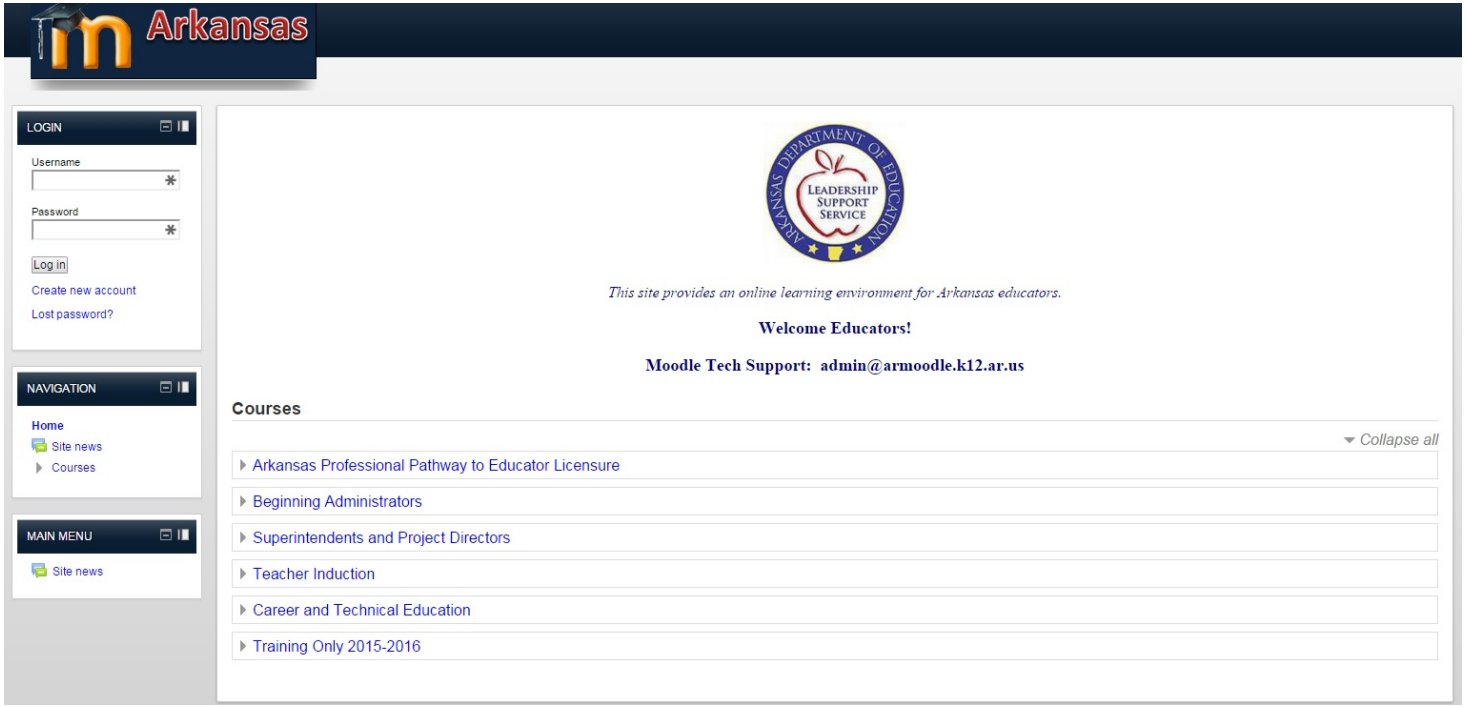
- Fill out each field above, placing "YES – REMOVE" in the fourth column.
- The Term would change to Fall Only

HOW TO CHANGE A MENTOR

Institution	Project Director	License Type	Addition/Change (2nd Semester) YES/NO - Reason?	Novice First Name	Novice Last Name	Novice Email	Mentoring Term	Program	Novice Grade Span/Building Administrator Level	Mentor First Name	Mentor Last Name	Mentor Email	Mentor Institution
John Doe School District	Richard Wind	Standard		John	Smith	john.smith@john.doe.k12.ar.us	Full Year	Beginning Administrators	Elementary	Jane	Smith	jane.smith@johndoe.k12.ar.us	John Doe School District
John Doe School District	Richard Wind	Standard		Jane	Smart	jane.smart@jane.doe.k12.ar.us	Full Year	Novice Teacher	All Grades (Physical Education)	Jill	Smart	jill.smart@johndoe.k12.ar.us	Jack Jill School District
John Doe School District	Richard Wind	Standard	YES - REMOVED	Josh	Small	josh.small@josh.doe.k12.ar.us	Fall Only	Novice Teacher	K-4	John	Small	john.small@johndoe.k12.ar.us	John Doe School District
John Doe School District	Richard Wind	Provisional - Non Traditional (APPEL)	YES - New	Jill	Smitt	jill.smitt@jill.doe.k12.ar.us	Spring Only	Novice Teacher	9-12 (Science)	Josh	Smitt	josh.smitt@johndoe.k12.ar.us	John Doe School District

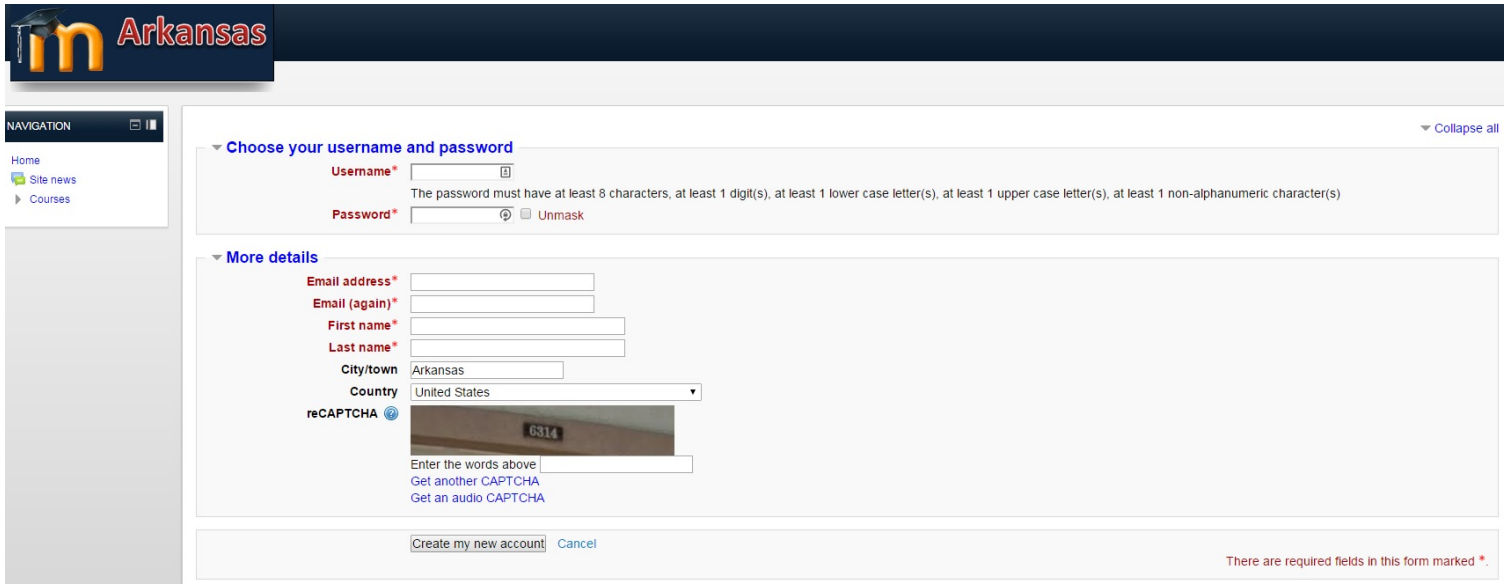
- Fill out each field above, placing "YES – MENTOR CHANGE" in the fourth column.
- Change the name and email address for the mentor.

HOW A PARTICIPANT ACCESSES MOODLE



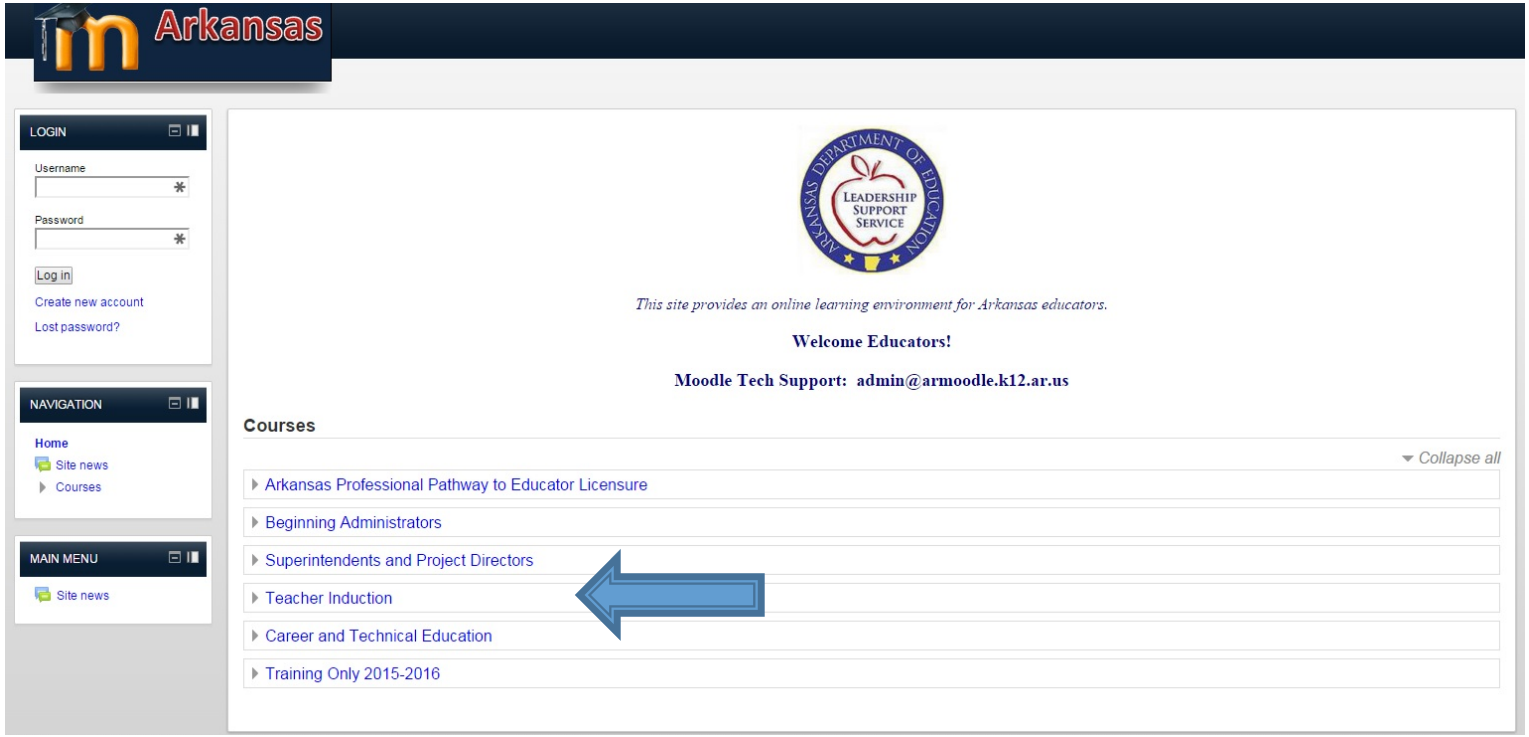
- The participant navigates to: oee.armoodle.k12.ar.us

HOW A PARTICIPANT ACCESSES MOODLE



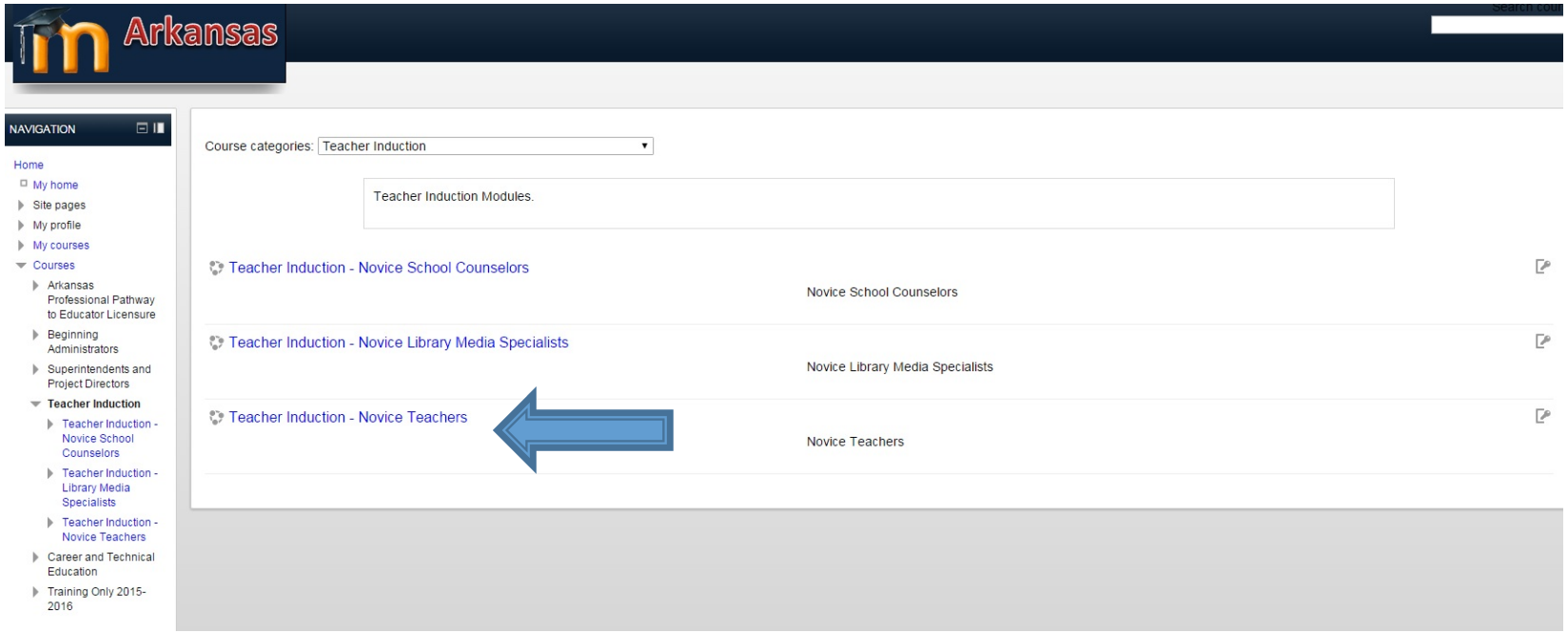
- The participant self-enrolls, and confirms their account (through an email sent from Moodle)

HOW A PARTICIPANT ACCESSES MOODLE



- The participant goes to the appropriate course (in the example, Teacher Induction, then Novice Teacher)

HOW A PARTICIPANT ACCESSES MOODLE



- The participant goes to the appropriate course (in the example, Teacher Induction, then Novice Teacher)

IMPORTANT

- Novice Teachers and Mentors probably don't know their School District's LEA number to enroll in a course
- In most cases, it is the four digit number with three zeroes after (Example: 1111000)
- The only difference for BA participants is adding 'BA' to the LEA number (Example: 1111000BA)

HOW A PARTICIPANT ACCESSES MOODLE

IMPORTANT

- Please remember: Novice Teachers and Mentors access the same course
- There is no connection between the two in Moodle itself

HOW A PARTICIPANT ACCESSES MOODLE

PROFILE

NOTE: You must complete the profile below to gain access to your materials. Once the user profile form is submitted you will see all course materials.

We have been directed by ADE that the profile forms for Novices, BAs, and Mentors can be printed as they exist and given to your PD. The form verifies that you have logged into your mentoring course and completed the profile, even though the School building and/or District may be incorrect.

User Profile

OBSERVATION FORMS

*Not available unless: The activity **User Profile** is marked complete (hidden otherwise)*

- Each participant will fill out the User Profile to access the content

User Profile

Answer the questions...

View All Responses

HOW A PARTICIPANT ACCESSES MOODLE

User Profile

1 * Please select your role:

- Mentor
- Novice Teacher

2 * First Name:

3 * Last Name:

4 * School Email Address:

5 * Current Teaching License Area: (ex. 7-12 Language Arts)

6 * School District Type:

- Public School
- Private School - Name and address (city,state,zip) :

7 * Educational Cooperative:

(If you are a private school then select "N/A")

Choose...

- Here are examples of some of the questions
- The participant should print this for your records
- Once submitted, the participant has access to the content

HOW A PARTICIPANT USES MOODLE

PROFILE

NOTE: You must complete the profile below to gain access to your materials. Once the user profile form is submitted you will see all course materials.

We have been directed by ADE that the profile forms for Novices, BAs, and Mentors can be printed as they exist and given to your PD. The form verifies that you have logged into your mentoring course and completed the profile, even though the School building and/or District may be incorrect.

User Profile

OBSERVATION FORMS

*Not available unless: The activity **User Profile** is marked complete (hidden otherwise)*

Observation Forms are now available. See below.

Observation 1

Observation 1

Observation 2

Observation 2

SURVIVE AND THRIVE FOR NOVICE TEACHERS

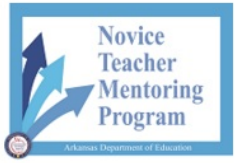
*Not available unless: The activity **User Profile** is marked complete (hidden otherwise)*

Survive and Thrive for Novice Teachers

HOW A PARTICIPANT USES MOODLE

Survive and Thrive for Novice Teachers

Click the arrows (◄ ►) above to change pages



Welcome to

SURVIVE AND THRIVE FOR NOVICE TEACHERS

Congratulations! You have your very first teaching job! You are eager to begin your first school year as an educator. Teaching is an exciting, fluid, complex profession, one that impacts lives. It demands broad knowledge of subject matter, curriculum, and standards; enthusiasm, flexibility, a caring attitude, and a love of learning; knowledge of discipline and classroom management techniques; and a desire to make a difference in the lives of young people.

One of the most common questions asked during an interview for a teaching job, one perhaps you were asked in your interview: "What has drawn you to be a teacher?" Certainly, you have thought about this question. It may be that your love for children draws you to teaching, or that your own love of learning makes you passionate about teaching. It may be that you have been inspired by a teacher, and you wish to have that kind of impact on others. The reasons why someone teaches are as varied and individual as are the people answering the question. Below are some of the responses from Arkansas teachers:

I teach because... I knew I could make a difference in a child's life. I wanted to be a positive influence in their life not only in the classroom but also in the real world.

I teach because... I believe that every child can succeed when matched with a caring, skilled teacher. I believe that the circumstances [one] is born into should not dictate [one's] chances for success. I believe that a strong education system is necessary for success, and I believe that there is nothing more personally or professionally fulfilling than when the product [of your own work] is a child's academic or social growth.

I teach because...I cannot think of any profession more important and more satisfying on a daily basis. At the time I entered the profession, I could not imagine doing anything else. When I chose teaching as my profession, what I yearned for was a profession that allowed me to be a change-maker in the world, one who could help sculpt the future generations into intellectually, socially, and environmentally engaged citizens. I also wanted a profession in which I also could continue to grow professionally and meet new challenges.

Click the arrows (◄ ►) below to change pages

- The Survive and Thrive Module is easily navigated through the arrows in the top and bottom right corners.

HOW A PARTICIPANT USES MOODLE

Survive and Thrive for Novice Teachers

Click the arrows (◀ ▶) above to change pages

Feedback Survey

Complete the questionnaire by clicking the survey link below. This information will help the Arkansas Department of Education team evaluate the effectiveness and relevance of this module to your first year on the job. Your feedback is essential and appreciated.

Click the image below to complete the *Survive and Thrive* Module Survey.

Novice Teachers	Mentors
Click the image below to complete the Module Survey.	**Click the image below to complete the Module Survey.**
Novice Teacher Mentoring Program — Arkansas Department of Education	Novice Teacher Mentoring Program — Arkansas Department of Education

Click the arrows (◀ ▶) below to change pages

- Once the module is completed, the participant will fill out the survey questions

HOW A PARTICIPANT USES MOODLE

Survive and Thrive Fall Survey

1 * After using the Survive and Thrive Resource Module, what new information do you need?

Paragraph

Path: p

2 * Identify segments of the content of this resource module that met the established goals?

Paragraph

Path: p

3 * Approximately how much time did you spend using this resource module?

- Under 3 hours
- 3 to 4 hours
- More than 4 hours

4 * How relevant was this resource module to your job responsibilities?

- Not relevant
- Somewhat relevant
- Relevant
- Very relevant

5 * Describe the professional learning and interaction between you and your mentoring partner that transpired during the process of using this resource module.

Paragraph

Path: p

Submit questionnaire

HOW A PARTICIPANT USES MOODLE

- The participant will be prompted to download this file to submit to you.

Novice Teacher Mentoring Program
2015-2016 Module Completion Statement

INSTRUCTIONS: This form is used to capture the statements of assurance regarding completion of required MOODLE modules. Mentors must complete this form for each completed module in order to be in compliance with the reporting requirements of the Novice Teacher Mentoring Program. Failure to complete the statement in a timely manner could delay or deny payment of mentor stipend.

DEMOGRAPHIC INFORMATION

Mentor Name: _____

Novice Teacher Name: _____

Module Completed: _____

Date Started: _____ Date Ended: _____

STATEMENT OF ASSURANCE

By applying my signature below, I hereby acknowledge that the novice teacher assigned to me has completed the aforementioned module in partial fulfillment of program requirements of the Novice Teacher Mentoring Program.

_____ _____
Novice Teacher Signature Date

_____ _____
Mentor Signature Date

BA MENTORING REQUIREMENTS SPRING SEMSTER 2016

- BA continues to work on PGP goals
- Survive and Thrive Module
- Survive and Thrive Feedback Survey (Module Completion Form)
- The Appropriate Semester Survey

  - FALL: Preparation Program Survey
  - SPRING: End-of-Year Mentoring Program Survey

BA MENTORING REQUIREMENTS
SPRING SEMSTER 2016

SEMESTER SURVEYS

- Preparation Program Survey, available only in the fall
  - Certificate of semester completion printed and signed by BAs or NTs, their assigned mentors, and Project Director
  - Project Director keeps a copy of certificate on file for mentoring documentation
- End-of-Year Mentoring Program Survey, available only in the spring
  - Certificate of semester completion printed and signed by BAs or NTs, their assigned mentors, and Project Director
  - Project Director keeps a copy of certificate on file for mentoring documentation

DEADLINES FOR BA PROGRAM ARE THE SAME AS FOR THE NT PROGRAM

JANUARY 15:

- Last day Program Preparation Survey open for BAs and NTs
- For those who were unable to take the survey by the December deadline

FEBRUARY 15:

- * last day to enter any new hire NT/Mentor pair
  - No new BA pairs are entered at semester; BA mentoring begins only in the fall semester

* Richard Wind is the contact person in charge of procedures, which include entering pairs, changing pairs, etc.
richard.wind@arkansas.gov

DEADLINES FOR BA PROGRAM ARE THE SAME AS FOR THE NT PROGRAM

MAY 1:

- All mentoring documentation required by Project Director completed and submitted to Project Director
- BA and NT Survive and Thrive Resource Modules close
- BA and NT End-of Year Mentoring Program Survey opens

MAY 15:

- Last date for End-of-Year Mentoring Program Survey
- Certificate of semester completion printed and signed by BAs or NTs, their assigned mentors, and Project Director
- Project Director keeps a copy of certificate on file for mentoring documentation

BA MENTOR PAIRING and STIPEND

- Mentor stipend is$400 a year for mentoring a BA
- Mentor from another district can be paid as contract labor by the BA's district

BA MENTOR ACCOUNTABILITY

BA MENTORS WILL:

- Collaborate with the BA face to face, by phone, email, text, and interactive technology, as he/she assists the BA with the on-line Survive and Thrive resource module in AR MOODLE, and recommend resources to support the BA's professional growth plan

- School District determines method of verification that mentoring has taken place

BA PROGRAM ADVISOR CONTACT INFORMATION

Renee Nelson

Beginning Administrator Program Advisor

Renee.nelson@arkansas.gov

Administrative Assistant

Richard Wind

501-682-4346

Richard. wind@arkansas.gov

Arkansas Department of Education

NOVICE TEACHERS INCLUDE:

- Novice teachers
  - Traditional with standard license
  - * Non-traditional
- Novice teachers with technical permits
- Novice school counselors
- Novice library media specialists

* Non-Traditional Program Advisor: Ann Crosser
  - ann.crosser@arkansas.gov

NT MENTORING REQUIREMENTS

- Mentors meet with NTs minimum of once a month, and on an as-needed basis
- Mentoring documentation is determined by the Project Director of the school district
- Project Director keeps a file of each NT/Mentor pair and each BA/Mentor pair

NT MENTORING REQUIREMENTS

FIRST semester of Mentoring for all NTs:

- Survive and Thrive Module
- Survive and Thrive Feedback Survey (Module Completion Form)
- Observation 1: Mentor observes NT
- Observation 2: NT observes Mentor
- The Appropriate Semester Survey
  - FALL: Preparation Program Survey
  - SPRING: End-of-Year Mentoring Program Survey

NT MENTORING REQUIREMENTS

SECOND semester of Mentoring for all NTs:

- Survive and Thrive Module
- Survive and Thrive Feedback Survey
- The Appropriate Semester Survey
  - FALL: Preparation Program Survey
  - SPRING: End-of-Year Mentoring Program Survey

NT MENTORING REQUIREMENTS

THIRD semester of Mentoring for NTs:

if applicable

- Survive and Thrive Module
- Survive and Thrive Feedback Survey (Module Completion Form)
- Observation 1: Mentor observes NT
- Observation 2: NT observes Mentor
- The Appropriate Semester Survey
  - FALL: Preparation Program Survey
  - SPRING: End-of-Year Mentoring Program Survey

NT MENTORING REQUIREMENTS

FOURTH semester of Mentoring for NTs:

if applicable

- Survive and Thrive Module
- Survive and Thrive Feedback Survey
- The Appropriate Semester Survey

  - FALL: Preparation Program Survey
  - SPRING: End-of-Year Mentoring Program Survey

NT MENTORING REQUIREMENTS

SEMESTER SURVEYS

- Preparation Program Survey, available only in the fall
  - Certificate of semester completion printed and signed by BAs or NTs, their assigned mentors, and Project Director
  - Project Director keeps a copy of certificate on file for mentoring documentation
- End-of-Year Mentoring Program Survey, available only in the spring
  - Certificate of semester completion printed and signed by BAs or NTs, their assigned mentors, and Project Director
  - Project Director keeps a copy of certificate on file for mentoring documentation

SPRING DEADLINES

JANUARY 15:

- Last day Program Preparation Survey open for BAs and NTs
- For those who were unable to take the survey by the December deadline

FEBRUARY 15:

- * last day to enter any new hire NT/Mentor pair
  - If no entered by this date, NT must wait to begin mentoring until the following semester
  - This date will be used to determine if additional funds are necessary for school district

* Richard Wind is the contact person in charge of procedures, which include entering pairs, changing pairs, etc.
richard.wind@arkansas.gov

SPRING DEADLINES

MAY 1:

- All mentoring documentation required by Project Director completed and submitted to Project Director
- BA and NT Survive and Thrive Resource Modules close
- BA and NT End-of Year Mentoring Program Survey opens

MAY 15:

- Last date for End-of-Year Mentoring Program Survey
- Certificate of semester completion printed and signed by BAs or NTs, their assigned mentors, and Project Director
- Project Director keeps a copy of certificate on file for mentoring documentation

MENTOR STIPENDS

Before the Project Director disburses payment to the NT and/or BA Mentors, the Project Director must ensure the information in the pairing report is accurate:

MENTOR STIPENDS:

- **Providing all mentoring work and required documentation for mentoring is completed:**
- **BA Mentors receive $400 for the year**
- **NT Mentor receive $1200 for the year**

- Any inquiries regarding grant monies, please contact deangela.staples@arkansas.gov

Stars denote required mentoring documentation to be retained by Project Directors

Superintendent

Receives and completes Project Director Designation Form from ADE

Fills out Assurances Form and sends to Project Director to sign

Teachscape *Focus for Administrators* account is requested for BAs who require it

Project Director

Sends signed Assurances form to richard.wind@arkansas.gov

Completes W-9 to richard.wind@arkansas.gov if you are new or have any changes to your information

Receives email from MOODLE and creates pairs for BAs and NTs

If no pairs exist, please notify richard.wind@arkansas.gov

If changes take place in pairs, please notify richard.wind@arkansas.gov

A pro-rate form is available on Moodle to calculate changes for finance. Please give one copy to your district finance officer and email one copy to richard.wind@arkansas.gov

You will need to instuct BAs, NTs, and Mentors to follow these three steps:
1. create MOODLE Account http://oee.armoodle.k12.ar.us/
2. Self-enroll in appropriate MOODLE course
3. Complete User Profile

NOTE: MOODLE will not be sending an email to each BA, NT, and assigned Mentor.

Mentoring is in Progress

DOCUMENTATION
Ask BAs, NTs and Mentors for a copy of their user profiles from MOODLE

Require a copy of the 2015-2016 Mentoring Program Module Completion Form from each BA, NT, and their assigned mentor to be completed at the end of each module feedback survey.

Mentoring is Completed

Fall Semester

Ed Prep Survey DECEMBER 4th

ALL BAs, NTs, and assigned Mentors

Spring Semester

Mentoring Survey MAY 1st

ALL BAs, NTs, and assigned Mentors

Semester Completion Certificates become available. The certificate will need to be signed by the BA, NT, their assigned mentor, and the PD for mentoring credit. Certificates are for each semester, not for the year.

NT and Mentor

Step 1. Create MOODLE Account http://oee.armoodle.k12.ar.us/

Step 2. Self enroll in the Teacher Induction - Novice Teacher course

Step 3. Complete the User Profile to access course

Give copy of the user profile from MOODLE to their Project Director

User Profile triggers creation of Teachscape Focus for Teachers account in one-two weeks

BA and Mentor

Step 1. Create MOODLE Account http://oee.armoodle.k12.ar.us/

Step 2. Self enroll in the Beginning Administrator course

Step 3. Complete the User Profile to access course

Give copy of the user profile from MOODLE to their Project Director

With your mentoring partner, work through your selected Survive and Thrive Module. After each module, complete the Module Feedback Survey. After completing the Module Feedback Survey you will be directed to a page to download the Module Completion Form. Follow the instructions on the form to provide mentoring documentation for Project Director.

Fall Semester

Completes Ed Prep Survey

Spring Semester

Completes Mentoring Survey

Fall Semester

Completes Ed Prep Survey

Spring Semester

Completes Mentoring Survey

Semester Completion Certificates become available. The certificate will need to be signed by the BA, NT, their assigned mentor, and the PD for mentoring credit. Certificates are for each semester, not for the year.

Revised 11.9.2015

CONTACT INFORMATION:

- For any questions regarding MOODLE, please contact MOODLE TECH SUPPORT:

870-637-1011

Voicemail will say 870-637-1018

- For assistance in PROCEDURES in mentoring, please contact: Richard Wind richard.wind@arkansas.gov

- For questions regarding PROGRAM CONTENT, please contact:

Teacher Induction Program Advisor: Maureen Harness
maureen.harness@arkansas.gov

Beginning Administrator Program Advisor: Renee Nelson
renee.nelson@arkansas.gov