

ARKANSAS DEPARTMENT OF EDUCATION
BEGINNING ADMINISTRATOR INDUCTION PROGRAM

Beginning Administrator/Mentor Contract

Mentoring requirements are to be completed in accordance with the Rules governing Beginning Administrator Induction.

Beginning Administrator (BA) Responsibilities

- Attend the preliminary Beginning Administrator Induction Training session (currently July or September)
- Attend one Fall Follow-Up Training
- Attend one Spring Follow-Up Training
 - ▲ In the event the BA is unable to attend one or more of the trainings, the BA is responsible for making up the missed training or trainings the following year.
 - ▲ Documentation of attendance will be presented to each attendee at the conclusion of each training.
 - ▲ Candidates arriving late or leaving early may not receive credit for attendance.
- *Those on an Administrator Licensure Completion Program (ALCP) will attend all Induction Trainings (1 to 3 years) until all ALCP obligations are met.*
- Communicate on a regular basis with the Mentor.
- Develop an approved Professional Learning Plan (PLP).
- Refer to the Allowable Expenditure Guidelines and the approved PLP regarding expenditure of Beginning Administrator Induction Program funds.

As a Beginning Administrator I agree to fulfill all responsibilities associated with the Beginning Administrator Induction Program.

Beginning Administrator's Signature

Date

Mentor Responsibilities:

- Attend the Beginning Administrator Induction Training with the BA.
 - ▲ Provide the Certificates of Attendance to the District Project Director upon completion of each BA Induction and Follow Up training.
- Provide a copy of the BA's approved PLP to the District Project Director.
 - ▲ Keep a copy for mentoring purposes.
- Log all Mentor/Beginning Administrator contact hours on the BA/Mentor Contact Log.
 - ▲ (10 hours per semester)
- Present the Project Director with a copy of the Contact Log for each of the two semesters.

As the Mentor of a Beginning Administrator I agree to assist with his or her completion of Beginning Administrator Induction. I understand that it is my responsibility to ensure that all BA documentation is presented to the District Project Director.

Mentor's Signature

Date