

**ARKANSAS DEPARTMENT OF EDUCATION**  
**BEGINNING ADMINISTRATOR INDUCTION PROGRAM**

**Beginning Administrator/Mentor Contract**

**Beginning Administrator (BA) Responsibilities:**

- ◆ Attend the preliminary Beginning Administrator Induction Training session (currently July or September)
- ◆ Attend one Fall Follow -Up Meeting
- ◆ Attend one Spring Follow -Up Meeting
  - In the event the BA is unable to attend one or more of the meetings, the BA is responsible for making up the missed meeting or meetings the following year.
  - Documentation of attendance will be presented to each attendee at the conclusion of all meetings.
  - Candidates arriving late or leaving early may not receive credit for attendance.
- ◆ *Attendees working on an Administrator Licensure Completion Plan (ALCP) will attend all Induction Trainings (1 to 3 years) until all ALCP obligations are met.*
- ◆ *If working on an ALCP, the BA must provide a copy of the approved ALCP form to the Beginning Administrator Induction Advisor.*
- ◆ Communicate on a regular basis with the Mentor.
- ◆ Develop an approved Professional Learning Plan (PLP).
- ◆ Present an approved copy of the PLP to the District Project Director
- ◆ Refer to the Allowable Expenditure Guidelines and the approved PLP regarding expenditures 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 Name

\_\_\_\_\_  
Beginning Administrator's Signature

\_\_\_\_\_  
Date

**Mentor Responsibilities:**

- ◆ Attend the Beginning Administrator Induction Training with the BA.
  - \* The Mentor must attend the first day of the Beginning Administrator Induction Training in order to be trained in the Arkansas Mentor Induction Model
  - The Mentor must attend the second day with the BA in order to collaborate with the BA in the preparation of the PLP.
- ◆ Ensure that the District Project Director receives a copy of the following documents:
  - The BA's Professional Learning Plan
  - The BA/Mentor Contact Log
  - The BA/Mentor Expenditure Log
  - The Mentor Induction Training Certificate
  - All letters, or certificates, of participation from all scheduled ADE Induction meetings
- ◆ Log all Mentor/Beginning Administrator contact hours on the BA/Mentor Contact Log.
- ◆ Adhere to the Mentor Code of Ethics

**As the Mentor of a Beginning Administrator I agree to uphold the Mentor Code of Ethics, to assist and encourage the BA with any school related situations and to consistently guide the BA as he/she progresses through the PLP. I understand that it is my responsibility to ensure that all BA documentation is presented to the Induction Project Director by the end of each semester or when requested. (This form may be returned to the Mentor at the end of the Induction period.)**

**Inability to complete the Mentor Responsibilities listed above could result in forfeiture of the Mentor Stipend.**

\_\_\_\_\_  
Mentor's Name

\_\_\_\_\_  
Mentor's Signature

\_\_\_\_\_  
Date

\* All Beginning Administrator Mentors must complete a one day training course in the Arkansas Mentor Induction Model. Once trained, if the mentor continues to serve as a mentor, he/she will attend recalibration trainings once every third year.