

ARKANSAS DEPARTMENT OF EDUCATION
BEGINNING ADMINISTRATOR INDUCTION PROGRAM

Induction Project Director Responsibilities

1. Identify all Beginning Administrators (BA) newly employed in school district.
 - Administrator Induction is for those with job responsibilities requiring an Administrator License. (Refer to the ADE Certified Job Code List to identify jobs which require an Administrator License.)
2. Assign an appropriate mentor for the BA within three weeks of hire. Mentors are required for the following Beginning Administrators:
 - Building Level Administrator (Principal, Assistant Principal, Vice Principal)
 - Curriculum/Program Administrator (Curriculum, Gifted and Talented, Vocational, Content Area Specialist, Special Education Specialist)
 - Administrators employed under an ALCP
 - Administrators employed for the first time in the state of Arkansas
 - Administrators licensed in a new administrative licensure area
3. Submit the Induction Pairing Form along with the School District Induction Assurances Form to the ADE Office of Teacher Quality by September 15th.
 - Administrator Induction funds are issued after this is received.
4. Report personnel changes (that may affect Administrator Induction funding) to the ADE Administrator Induction Program Advisor.
 - Beginning Administrators hired after September 15 will begin Induction Training the following school year.
5. Monitor Commissioner's Memos on the ADE website (www.ArkansasEd.org) for information regarding BA Induction trainings. (Registration for trainings is always available through Commissioner's Memos.)
6. Notify the BA and the Mentor of the required Beginning Administrator Induction Program Trainings and Follow-Ups.
7. Maintain the BA/Mentor Induction folders ensuring the collection of all items listed on the Documentation Checklist.
8. Collect the BA's current, approved PLP. Ensure the original is on file with the Office of Teacher Quality.
9. Assure that Administrator Induction funds are spent in an appropriate and timely manner (see Allowable Expenditures Guidelines).
 - Approve all BA's expenditures based on the resources listed on the PLP.
 - Document BA expenditures on the Expenditure Log.
 - Submit all Induction forms in accordance with the Project Director's Timeline.