

ARKANSAS DEPARTMENT OF EDUCATION
BEGINNING ADMINISTRATOR INDUCTION PROGRAM

Induction Project Director Responsibilities

1. Identify all Beginning Administrators (BA) newly employed by the 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. Jointly, with the BA, 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 (issued in five(5) areas: Special Education, Gifted and Talented Education, Career and Technical Education, Content Area Specialist, and Curriculum Area Specialist)
 - Administrators employed under an Administrator Licensure Completion Plan (ALCP) (for the life of the ALCP)
 - Administrators employed for the first time in the state of Arkansas
 - Administrators licensed in a new administrator licensure area
3. A Beginning Administrator Mentor must meet the following criteria:
 - hold a Standard Arkansas Administrator License.
 - be trained in the “Arkansas Administrator Mentor Training Model” and/or be recalibrated every two years.
 - work in the same licensure area as the BA (unless otherwise approved).
 - have at least two to three years administrator experience.
 - be willing to provide time, talents and experience with the BA.
4. 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 Grant funds may be released upon submission of these documents.
5. 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.
6. Monitor Commissioner’s Memos on the ADE website (www.ArkansasEd.org) for information regarding BA Induction trainings. (Registration for trainings will be available through Commissioner’s Memos or on the “Administrator” link.)
7. Maintain BA/Mentor Induction folders containing copies of all items listed on the “Documentation Checklist”.
8. Collect a copy of the BA’s current, approved Professional Learning Plan (PLP).

9. Assure that Administrator Induction funds are spent in an appropriate and timely manner (see “Allowable Expenditures Guidelines”).
 - Provide approval of all BA expenditures based on items listed in the “Resources” section of the BA’s approved PLP.
 - Maintain a copy of all BA expenditures on the “Expenditure Log”.
 - Submit all Induction forms in accordance with the Project Director’s Timeline.
10. Submit the End of the Year Budget Form by June 30th of each school year.