

ARKANSAS DEPARTMENT OF EDUCATION

INDUCTION/MENTORING

Induction Project Director Timeline

Remember to check Commissioner's Memos regularly.

July	Beginning Administrator Mentor Induction Training (Watch for Commissioner's Memo)
August	Assign Mentor/Novice Teacher pairings (fax to 501.682.5118 when complete) Register Mentors in database (www.novatec-inc.com/app/ar/pathlog.html)
Aug./Sept.	Attend annual update meeting as offered Create file for collecting program forms
September 1	August Log Sheets due (Log Sheets for previous month due first of every month)
15	Submit <u>Sch. Dist. Assurances Form</u> ; <u>Induction Pairing Form</u> ; <u>Administrator's Prof. Learning Plan</u> Beginning Administrators Mentor Induction Training (Watch for Commissioner's Memo)
October 1	September Log Sheets due Mentors to observe Domains B and C Novice teachers to begin using stipend Notify qualified Novice Teachers of Praxis III registration
November 1	October Log Sheets due Fall Follow-up meeting for Beginning Administrators (date TBA)
December 1	November Log Sheets due Mentors schedule first full observation Pay stipend to mentors if all requirements are met

January 8 December Log Sheets due

Mentor's Additional 25 Hours Log Sheet due

Make adjustments on Induction Pairing Form, if necessary

Remind qualified Novice Teachers of Praxis III registration

February 1 January Log Sheets due

Examine/review Novice Teachers' and Beginning Administrators' expenditures

Spring Follow-up meeting for Beginning Administrators (date TBA)

March 1 February Log Sheets due

April 1 March Log Sheets due

Encourage Novice Teachers and Beginning Administrators to spend remaining stipend money

May 1 April Log Sheets due

June 1 May Log Sheets due

Mentor's Additional 25 Hours Log Sheet due

Approve Mentor's second semester stipend when all requirements are met

30 End of Year Budget Report due (fax to 501.682.5118)
