

2023-24 Mentoring and Induction Program

Participant Expectations

SAI's beginning administrator mentoring and induction program is created to promote excellence in school leadership, improve classroom instruction, enhance student achievement, build a supportive environment within school districts, increase the retention of promising school leaders, and promote the personal and professional well-being of administrators.

Each district is required by law to provide beginning principals and persons new to the superintendency with a mentoring and induction program. Districts can meet legislated requirements by using SAI's program. It is optional for beginning assistant/associate principals or deans.

Mentee Expectations (Beginning administrator participation is important and expected.)

- Attend statewide meetings with your mentor (schedule on next page).
- Initiate communication with your mentor regarding questions or issues as they arise.
- Participate in weekly conversations with your mentor.
- Meet face-to-face monthly with your mentor.
- Host mentor at your school at least once during the course of the year.
- Visit your mentor's school at least once during the course of the year.
- Provide feedback after statewide meetings and upon the completion of the program to assist with program evaluation.
- Inform SAI if the relationship with your mentor is not meeting your needs or these expectations.
- Fully participate in the program throughout the 2023-24 school year (this is a one-year commitment as required by Iowa law for principals and superintendents only).

Mentor Expectations

- Attend a mentor training session and/or view mentor orientation and training webinar.
- Attend statewide meetings with your mentee (schedule on next page).
- Initiate contact with your mentee at least once a week.
- Schedule and facilitate monthly face-to-face visits with your mentee.
- Utilize online resources provided in monthly editions of Mentoring Matters.
- Complete monthly data collection tool.
- Visit your mentee's school at least once during the course of the year.
- Host mentee at your school at least once during the course of the year.
- Provide feedback after statewide meetings and upon the completion of the program to assist with program evaluation.
- Inform SAI if the relationship with your mentee is not meeting expectations.
- Keep the interactions between you and your mentee confidential.*
- Support your mentee throughout the 2023-24 school year (this is a one-year commitment).

* The appropriate role for a mentor is to provide a safe, supportive learning experience for the mentee. In particular, the mentor should not engage in conversations with a mentee's supervisor regarding issues related to the mentee's performance or abilities unless the mentor is concerned about illegal, unethical or immoral behavior.

Statewide Meetings Schedule

New Leader Position	Fall (IN PERSON – locations vary)	Legal Lessons for New Leaders (virtual)	Fall (virtual)	Winter (virtual)	Legal Lessons for New Leaders (virtual)
Superintendents	Sept. 21 (9 a.m.-2:30 p.m.)	Oct. 19 (1-2 p.m.)	Nov. 9 (12:30-2:30 p.m.)	Jan. 18 (9-11 a.m.)	Mar. 5 (1-2 p.m.)
Middle School and High School Principals	Sept. 26 (9 a.m.-2:30 p.m.)	Oct. 19 (10:30-11:30 a.m.)	Nov. 9 (9-11 a.m.)	Feb. 1 (9-11 a.m.)	Mar. 5 (10:30-11:30 a.m.)
Elementary Principals	Sept. 28 (9 a.m.-2:30 p.m.)	Oct. 19 (9-10 a.m.)	Nov. 14 (1-3 p.m.)	Feb. 6 (9-11 a.m.)	Mar. 5 (9-10 a.m.)
Asst./Assoc. Principals & Deans (all levels)	Sept. 19 (9 a.m.-2:30 p.m.)	With either MS/HS or Elementary	Nov. 14 (9-11 a.m.)	Feb. 6 (1-3 p.m.)	With either MS/HS or Elementary