

The mission of the Indiana Principal Leadership Institute is to provide building-level principals with the skills and tools needed to increase their personal leadership capacities, as well as to increase the learning capacities of their schools.

IPLI Cohort 7 (2019-2021) Prospective Mentor Information

IPLI Framework

Mentoring is one component of the IPLI Framework. Individuals interested in becoming an IPLI Mentor are asked to read the IPLI overview - *Prospective Applicant Information*, available on the IPLI website at www.indianapli.org.

Role of the Mentor

Experiences from successful school leaders are priceless. The role of the mentors will be critical. Mentors will:

- Create, develop, and maintain effective, professional mentoring relationships with IPLI principals.
- Sustain meaningful conversations, ask tough questions, and support each principal both “at” and “away from” the seminars. As information is shared, either by guest speakers at seminars or through sharing of reflections, mentors will help principals process that information into meaningful, useable knowledge.
- Resist the temptation to be the solutions to any issue, rather, provide a basis for finding solutions and revealing underlying principles, research, or theories that can guide any decision.
- Build trust among the members of their focus-cohorts and keep those groups engaged in seminar activities.
- Report to the Director any issues or circumstances that may prevent participants from being successful.
- Collaborate with other mentors to ensure constancy of purpose within the Institute.
- Work with Director and other mentors to create materials and resources for the Institute.
- Collaborate with Director and other mentors to maintain a presence on social and professional (Internet) media.
- Maintain a strong reputation in the field and not compromise the integrity of the Institute or other staff members or participants of the institute.

Position Requirements

Mentors shall be required to do the following:

- Complete mentor training (TBD);
- Attend all seminar planning meetings (held the day/evening prior to seminar);
- Attend all seminars;
- Arrange and conduct five (5) regional focus-cohort meetings (August, October, February, March, May/June);
- Maintain regular contact with their focus-cohort members throughout the two years. It is expected that the mentors be in contact with their focus-cohort members at least once per week;
- Complete a minimum of two site visits per year to each focus-cohort member's school (Fall/Spring);
- Write at least one blog post for the IPLI website each year;
- Aid in the development of IPLI resources to support principals; and
- Complete reports as required.

Mentor Qualifications

- Completion of IPLI is preferred.
- A minimum of five years successful experience as a building principal in Indiana is preferred.
- No individual shall serve as a mentor if more than five years have elapsed since his or her last date of service as a principal in an Indiana school or service in some other educational capacity that routinely requires daily interaction with principals and familiarity with the issues and challenges they face. Evidence of the latter type of service shall be a contract, job description, or other document submitted with mentor application materials.
- A mentor may work with a principal in his/her own district, but the mentor may not be the principal's evaluator or supervisor.
- A mentor must have access to a computer or electronic device capable of downloading and sharing documents from the IPLI website.
- A mentor must be able to communicate electronically via social media or professional (Internet) media platforms.

Appointment/Removal of Mentors

Mentors will be appointed by the Director and can be removed by the Director if a situation merits such actions. Upon removal of a mentor, the Director will consult with the ISU Department of Educational Leadership liaison to find an acceptable replacement. The Director will assume the duties of a removed mentor until a replacement has been employed.

Mentor Stipend

IPLI Mentors will receive a yearly stipend of \$1,000 for each principal served. In addition, IPLI pays for the following for both years:

- Membership in the Indiana Association of School Principals (IASP), which includes registration to the Ed Leaders Network;
- Registration for the IASP Fall Conference;
- Mileage reimbursement for travel for mentor trainings, seminars, site visits, and focus-cohort meetings; and
- Hotel costs for the summer seminar and IPLI Mentor Planning meetings (day/night before the seminars).

Ghost Employment

Mentors must work with their school boards to determine how their involvement with this institute may conflict with board policies. The institute makes no claims toward that process. The following suggestions have been made from the Indiana School Boards Association:

1. If mentors have a district policy concerning working with a government agency, that is the best option. We might even suggest the mentors consider asking their districts to adopt such a policy. Language from IC- 35-44.1-1-3(f) should assist in writing this policy.
2. If mentors have personal or vacation days available, then this is the second best option.
3. Last would be for mentors to have the district deduct their per diem for each full day they mentor and are paid by IPLI.

In addition, districts may consider involvement with IPLI part of the mentor's professional development and allow use of professional development days for this work.

Mentor Selection

The application process for mentors for IPLI consists of two phases. Phase one is nomination by an individual that has knowledge of the prospective mentor's leadership and mentoring skills. Phase two is completion of the *Mentor Application Packet*. Selection decisions will be made at the sole discretion of IPLI and its Mentor Selection Committee once all application materials are submitted.

Nominations: Beginning November 19, 2018, IPLI will start taking nominations for mentor positions. Superintendents, district-level administrators, principals, and other colleagues that are knowledgeable about the prospective mentor's leadership and mentoring skills may nominate an individual to be an IPLI Mentor. To nominate an individual, complete the *Mentor Nomination Form* and submit electronically to lori.davis@indstate.edu. Nominations are due by **February 1, 2019**.

Application: Once a nomination is received, the nominee will receive (via email) an application to complete. Nominee applications are due by **February 15, 2019**, and should be electronically submitted to lori.davis@indstate.edu. A completed application consists of:

- A letter of interest: A letter of interest should contain information on why being an IPLI Mentor interests the nominee and why his/her skills and experience would be an asset to IPLI.
- Completed *IPLI Mentor Application*.
- Current resume.
- Evidence of valid Indiana administrative license.

Application Review: All mentor applications will initially be reviewed by the Director of IPLI to ensure the applicant has met all eligibility criteria. Applicants not meeting the criteria will be notified electronically by the IPLI Director.

Selection: Applicants meeting criteria will then be reviewed by the IPLI Mentor Selection Committee which consists of two IPLI Mentors, the IPLI Director, a representative from the IPLI Advisory Board, and the ISU Department of Educational Leadership IPLI liaison. In addition to assessing the quality of each mentor applicant and his/her ability to mentor, reviewers will take into consideration the needs of each new cohort including geographical location and building-level needs. Applicants may be asked to interview with the IPLI Mentor Selection Committee. Applicants will be notified electronically by the IPLI Director regarding the outcome of the review.

Timeline:

- **Nominations due by February 1, 2019**
- **Nominee applications due by February 15, 2019**
- **Notification by mid-to-late April 2019**

Mentor Training

Selected mentors are required to attend the one-day IPLI Mentor Training Workshop held in mid-June. In addition, mentors are required to attend the following:

- Mentor training held one day before the Summer Seminar (Year 1 Mentors: 1:00 p.m. – 8:00 p.m.; Year 2 mentors: 3:00 p.m. – 8:00 p.m.);
- Seminar planning and mentor training meetings held the evenings prior to the September, November, January, and April seminars (4:30 p.m. – 8:00 p.m.); and
- Post-seminar meetings to reflect and plan (one hour after Summer, September, November, January, and April seminars).

Mentor Support

In addition to the scheduled trainings and materials received at these trainings, the IPLI Director will send monthly electronic newsletters to support mentors' work with principals. The Director is available to provide additional support for mentors when needed.

Questions

If you have additional questions about IPLI or the mentoring component, please contact Dr. Linda Marrs-Morford, Director, at linda.marrs-morford@indstate.edu.

Cohort 7: 2019-2021 (tentative dates)

Year 1

- June 2019: (TBD) Mentor Training (Indianapolis)
- July 8, 2019: Mentor Meeting (Indiana State University)
- July 9-10, 2019: Summer Seminar (Indiana State University)
- September 24, 2019: Mentor Meeting (Indianapolis)
- September 25, 2019: Seminar (Indianapolis)
- November 24, 2019: Mentor Meeting (Indianapolis)
- November 25, 2019: Seminar in Conjunction with the Indiana Association of School Principals Fall Conference (Indianapolis)
- January 28, 2020: Mentor Meeting (Indianapolis)
- January 29, 2020: Seminar (Indianapolis)
- April 14, 2020: Mentor Meeting (Indianapolis)
- April 15, 2020: Seminar (Indianapolis)

Year 2

- June 2020 (TBD): Mentor Training (Indianapolis)
- July 14, 2020: Mentor Meeting (Indiana State University)
- July 15-16, 2020: Summer Seminar (Indiana State University)
- September 21, 2020: Mentor Meeting (Indianapolis)
- September 22, 2020: Seminar (Indianapolis)
- November 22, 2020: Mentor Meeting (Indianapolis)
- November 23, 2020: Seminar in Conjunction with the Indiana Association of School Principals Fall Conference (Indianapolis)
- January 25, 2021: Mentor Meeting (Indianapolis)
- January 26, 2021: Seminar (Indianapolis)
- April 12, 2021: Mentor Meeting (Indianapolis)
- April 13, 2021: Seminar & Graduation (Indianapolis)

In addition, each year regional focus-cohorts will meet in August, October, February, March, and May/June. Mentors will also complete two on-site visits to participants' schools – once in the fall and once in the spring each year.

Disclosure: IPLI is funded through appropriations provided by the Indiana General Assembly. The implementation of Cohort 7, scheduled to begin in July 2019 is contingent upon the continued receipt of state funds.