

*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 11 (2023-2025) 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](http://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 "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 solution 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 any issues or circumstances that may prevent participants from succeeding to the Director.
- 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 social and professional media presence.
- 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 new mentor onboarding and mentor training;
- Attend all seminar planning meetings (held the day/evening before the 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 required.
- A minimum of five years of 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 their 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 their 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 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)
- Registration for the IASP Fall Conference;
- Mileage reimbursement for travel for mentor training, 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 about that process. The Indiana School Boards Association has made the following suggestions:

1. If mentors have a district policy concerning working with a government agency, that is the best option. We might 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. The second best option is if mentors have personal or vacation days available.
3. The 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 the 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 knows the prospective mentor's leadership and mentoring skills. Phase two is the 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 21, 2022, IPLI will start taking nominations for mentor positions. Superintendents, district-level administrators, principals, and colleagues who know 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 it electronically to [madison.gruenert@indstate.edu](mailto:madison.gruenert@indstate.edu). Nominations are due by **January 31, 2023**.

**Application:** Once a nomination is received, the nominee will receive (via email) an application to complete. Nominee applications are due by **February 15, 2023**, and should be electronically submitted to [madison.gruenert@indstate.edu](mailto:madison.gruenert@indstate.edu). A completed application consists of the following:

- A letter of interest: A letter of interest should contain information on why being an IPLI Mentor interests the nominee and why their 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 requirements will be notified 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, the IASP Executive Director, and the ISU Department of Educational Leadership IPLI liaison. In addition to assessing each mentor applicant's quality and ability to mentor, reviewers will consider each new cohort's needs, 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 review's outcome.

#### **Timeline:**

- **Nominations are due by January 31, 2023**
- **Nominee applications are due by February 15, 2023**
- **Notification by mid-to-late April 2023**

## **Mentor Training**

New mentors to IPLI will participate in onboarding on **June 1, 2023**. All selected mentors to Cohort 11 must attend the one-day IPLI Mentor Training Workshop on **June 22, 2023**. In addition, mentors are required to attend the following:

- Mentor training is held one day before the Summer Seminar;
- Seminar planning and mentor training meetings held the evenings before the September, November, January, and April seminars; and
- Post-seminar meetings to reflect and plan (for one hour after Summer, September, November, January, and April seminars).

## **Mentor Support**

In addition to the scheduled training and materials received, 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, don't hesitate to contact Dr. Kelly Andrews, Director, at [kelly.andrews@indstate.edu](mailto:kelly.andrews@indstate.edu).

### Cohort 11: 2023-2025 (tentative dates)

#### Year 1

- June 1, 2023: New Mentor Onboarding
- June 22, 2023: Cohort 11 All Mentor Training
- July 10, 2023: Mentor Meeting
- July 11-12, 2023: Summer Seminar (Indiana State University)
- September 19, 2023: Mentor Meeting (Indianapolis)
- September 20, 2023: Seminar (Indianapolis)
- November 19, 2023: Mentor Meeting
- November 20, 2023: Seminar in Conjunction with the Indiana Association of School Principals Fall Conference (Indianapolis)
- January 23, 2024: Mentor Meeting (Indianapolis)
- January 24, 2024: Seminar (Indianapolis)
- April 9, 2024: Mentor Meeting (Indianapolis)
- April 10, 2024: Seminar (Indianapolis)

#### Year 2

- July 16, 2024: Mentor Meeting (Indiana State University)
- July 17-18, 2024: Summer Seminar (Indiana State University)
- September 23, 2024: Mentor Meeting (Indianapolis)
- September 24, 2024: Seminar (Indianapolis)
- November 24, 2024: Mentor Meeting (Indianapolis)
- November 25, 2024: Seminar in Conjunction with the Indiana Association of School Principals Fall Conference (Indianapolis)
- January 20, 2025: Mentor Meeting (Indianapolis)
- January 21, 2025: Seminar (Indianapolis)
- April 7, 2025: Mentor Meeting (Indianapolis)
- April 8, 2025: 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 11, scheduled to begin in July 2023, is contingent upon the continued receipt of state funds.***