

ARKANSAS DEPARTMENT OF EDUCATION
RULES GOVERNING THE SCHOOL SUPERINTENDENT MENTORING PROGRAM
March 1, 2012

1.00 REGULATORY AUTHORITY AND PURPOSE

- 1.01 These rules shall be known as the Arkansas Department of Education Rules Governing the School Superintendent Mentoring Program.
- 1.02 The State Board of Education enacted these rules pursuant to its authority as set forth in Ark. Code Ann. §§ 6-11-105, 6-13-109, Act 586 of 2011, and 25-15-201 et seq.

2.00 DEFINITION

- 2.01 “First-year Arkansas superintendent” means a licensed educator who will become a superintendent in Arkansas for the first time during the 2011-2012 school year or each school year thereafter. The term does not refer to other district level administrators, such as deputy superintendents, assistant superintendents or associate superintendents. The term does not refer to acting superintendents or interim superintendents unless the acting superintendents or interim superintendents become the permanent superintendents of the district.

3.00 GENERAL REQUIREMENTS

- 3.01 Beginning with the 2011-2012 school year, a first-year Arkansas superintendent shall complete the superintendent mentoring program within twelve (12) months of obtaining or maintaining employment as a superintendent to maintain his or her superintendent’s license.
 - 3.01.1 Except as noted in subsection 3.01.2 below, the twelve (12) month superintendent mentoring program period shall begin upon the first day that the first-year Arkansas superintendent obtains employment with an Arkansas public school district, as evidenced by the effective date contained in the signed employment contract between the superintendent and an Arkansas public school district.
 - 3.01.2 For an interim or acting superintendent of a school district who becomes the permanent superintendent of the same school district, the twelve (12) month superintendent mentoring program period shall begin upon the date

the interim or acting superintendent becomes the permanent superintendent pursuant to official action of the school district's board of directors.

- 3.02 The Department of Education shall, in conjunction with the Arkansas Association of Educational Administrators, develop all curriculum and training materials for the superintendent mentoring program.
- 3.03 Membership in the Arkansas Association of Educational Administrators, or any other organization, is not required in order for a superintendent to successfully complete the requirements of the program.
- 3.04 The requirements contained in these rules are in addition to those contained in other areas of Arkansas law or in other rules of the State Board of related to administrator licensure, including without limitation, the Arkansas Department of Education Rules Governing Initial and Standard/Advanced Level Administrator and Administrator – Arkansas Correctional School Licensure.

4.00 PROGRAM REQUIREMENTS

- 4.01 The superintendent mentoring program shall include the following components:
 - 4.01.1 Curriculum and instruction;
 - 4.01.2 Ethics;
 - 4.01.3 Facilities;
 - 4.01.4 Human resources;
 - 4.01.5 Leadership;
 - 4.01.6 School funding;
 - 4.01.7 Technology;
 - 4.01.8 School board relations;
 - 4.01.9 Standards for Accreditation of Arkansas Public Schools and School Districts;

- 4.01.10 Understanding reports and trend data; and
- 4.01.11 Legal issues.
- 4.02 The required course of study for the superintendent mentoring program shall not consist of less than thirty (30) hours of instruction. Twelve (12) of the thirty (30) hours of instruction shall consist of documented interaction between the mentor and superintendent mentee.
- 4.03 A first-year Arkansas superintendent who completes the requirements of the superintendent mentoring program may use the training toward fulfillment of the Initial Tier 1 training set forth by Ark. Code Ann. § 6-20-2204 and the Arkansas Department of Education Rules Governing the Arkansas Financial Accounting and Reporting System and Annual Training Requirements. A first-year Arkansas superintendent who has previously completed Initial Tier 1 training must nevertheless complete the requirements of the superintendent mentoring program.
- 4.03 Instruction under the superintendent mentoring program may take place in person, through distance learning, through Compressed Interactive Video (CIV), or a combination thereof.
- 4.04 The superintendent mentor and superintendent mentee shall keep a signed, written record of progress that includes a description of:
 - 4.04.1 The subject of instruction and areas covered;
 - 4.04.2 Whether the instruction took place in person, through distance learning, through Compressed Interactive Video (CIV), or a combination thereof; and
 - 4.04.3 The amount of time of instruction during each session.
- 4.05 In order to successfully complete the superintendent mentoring program, a superintendent must:
 - 4.05.1 Take and pass an assessment for each of the program components described in Section 4.01 of these rules; and
 - 4.05.2 Complete a final assessment or project covering the entire program.

- 4.06 Upon proof of successful completion of the superintendent mentoring program, a superintendent will receive a certificate of program completion from the Department of Education.

5.00 SANCTIONS

- 5.01 A first-year Arkansas superintendent who does not complete the requirements of the superintendent mentoring program within twelve (12) months of obtaining or maintaining employment as a superintendent shall be ineligible to maintain his or her superintendent's license.
- 5.02 If, due to the physical or mental disability of the superintendent or other extenuating circumstances as may be recognized by the State Board, a superintendent does not complete the requirements of the superintendent mentoring program within twelve (12) months of obtaining or maintaining employment as a superintendent, the State Board may permit the superintendent up to an additional twelve (12) months to complete the program.

6.00 MENTOR QUALIFICATIONS

- 6.01 For the purposes of these rules, a mentor shall meet the following basic qualifications:
- 6.01.1 A practicing Arkansas superintendent or retired Arkansas superintendent;
 - 6.01.2 Successfully completes an application and screening process as set forth by the Department of Education; and
 - 6.01.3 Successfully completes a mentor training program as set forth by the Department of Education.
- 6.02 The Department of Education will certify mentors who meet the qualifications outlined in Section 6.01 of these rules.

7.00 FUNDING

- 7.01 These rules are subject to the appropriation and availability of funding.

7.02 The Department of Education may, through the use of contracts, grants, or sub-grants, coordinate with qualified entities to provide training under the superintendent mentoring program to superintendents in Arkansas.