

TITLE 23: EDUCATION AND CULTURAL RESOURCES
SUBTITLE A: EDUCATION
CHAPTER I: STATE BOARD OF EDUCATION
SUBCHAPTER b: PERSONNEL

PART 35
MENTORING PROGRAM FOR NEW PRINCIPALS

Section

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AUTHORITY: Implementing and authorized by Section 2-3.53a of the School Code [105 ILCS 5/2-3.53a].

SOURCE: Emergency rules adopted at 31 Ill. Reg. 7160, effective April 25, 2007, for a maximum of 150 days; adopted at 31 Ill. Reg. 14039, effective September 20, 2007; amended at 32 Ill. Reg. 17768, effective October 30, 2008; amended at 34 Ill. Reg. 7763, effective May 21, 2010.

Section 35.10 Purpose and Applicability

- a) This Part establishes requirements for the selection and training of experienced principals to serve as mentors for new principals and for new principals' participation in the mentoring program designed for them, as required by Section 2-3.53a of the School Code [105 ILCS 5/2-3.53a]. The provisions of this Part shall apply to each Illinois school district, other than a school district organized under Article 34 of the School Code [105 ILCS 5/Art. 34], and to each first-year principal in an affected school district, except as otherwise provided by Section 2-3.53a(f) of the School Code. For purposes of this Part, a "first-year principal" is an individual who either:
- 1) is in his or her first school year of employment as a principal in Illinois, if the employment began prior to January 1 of that school year; or
 - 2) is in his or her second school year of employment as a principal in Illinois, if the employment began on or after January 1 of a prior school year.
- b) *Any individual who is first hired on or after July 1, 2008 may participate in a second year of mentoring if it is determined by the State Superintendent of Education as set forth in Section 35.20 of this Part that sufficient funding exists for such participation. [105 ILCS 5/2-3.53a(a)]* For the purposes of this Part, "second-year principal" is an individual who has completed in the previous school year the first year of mentoring in a program approved under this Part. Participation of a second-year principal in a mentoring program is discretionary and subject to the approval of the principal's employing school district.

(Source: Amended at 34 Ill. Reg. 7763, effective May 21, 2010)

Section 35.20 Annual Program Planning; Fiscal Provisions

- a) No later than June 1 of each year, each district superintendent shall report to the State Superintendent of Education, or to the State Superintendent's designee, the following information:
 - 1) the number of first-year principals who are expected to be working in the district in the coming school year and required to participate in the mentoring program, and
 - 2) the number of second-year principals for whom a second year of mentoring is being requested.
- b) No later than June 1, each district superintendent shall provide to the State Superintendent or designee the names, administrative certificate numbers, and assigned schools of first-year principals, as defined in Section 35.10(a) of this Part, who are employed or under contract with the district and eligible for the mentoring program. Each superintendent shall continue to submit this information in a timely way for any first-year principal whose information was not included on the initial submission. Submissions after June 1 shall occur either immediately after the individual's employment begins or a contract is signed, but no later than December 30.
- c) Based on the number of first-year principals expected statewide and the level of available funding foreseen, the State Superintendent shall determine whether the appropriation is likely to be sufficient to require operation of the mentoring program in the coming year for all first-year principals. This calculation shall be based on a cost figure of \$2,000 for each first-year principal in the program plus the cost of delivering the required training, coordinating the mentors' assignments, and providing the other necessary structure and support for the program. The program for first-year principals shall be implemented in a given year only if sufficient funds are available based on these cost factors.
- d) If the State Superintendent determines under subsection (c) of this Section that the appropriation is sufficient to serve all first-year principals, then the State Superintendent shall determine if sufficient funding exists to support the operation of the mentoring program for second-year principals who request mentoring services.
 - 1) The initial calculation shall be based on a cost figure of \$1,000 for each second-year principal requesting participation in the program plus the cost

of delivering the required training, coordinating the mentors' assignments, and providing the other necessary structure and support for the program.

- 2) In years in which the number of second-year principals who request mentoring services exceeds the number who can be accommodated with available funding based on the cost figure outlined in subsection (d)(1) of this Section, then the cost figure used will be between \$1,000 and no less than \$500 for each second-year principal requesting participation plus the cost of delivering the required training, coordinating the mentors' assignments, and providing the other necessary structure and support for the program.
 - 3) In any year in which the appropriation is insufficient based on the cost figures set in subsection (d)(1) or (d)(2) of this Section, the State Superintendent or designee shall inform districts that a program for second-year principals will not be held.
 - 4) Second-year principals not able to participate in a second year of mentoring in the year immediately following their first year of mentoring shall be ineligible for further participation in the mentoring program.
- e) If funding is insufficient to serve all first-year principals based on the cost figure outlined in subsection (c) of this Section, but sufficient funds exist to serve all second-year principals, as determined in subsection (d)(1) or (d)(2) of this Section, then a program for second-year principals only shall be established. No mentoring program shall be implemented in years in which funding is inadequate to serve either all first-year principals or all second-year principals.
 - f) As soon as possible after the level of the appropriation for a given year has been established, the State Superintendent shall notify all districts and the providers approved under Section 35.60 of this Part regarding whether the program will operate in the coming year and whether mentoring will be provided for first-year principals only, both first-year and second-year principals, or second-year principals only.
 - g) No later than May 30 prior to a school year during which the program will be in operation, each experienced principal who desires to serve as a mentor shall submit an application to a provider approved under Section 35.60 of this Part, supply the required documentation of eligibility (see Section 35.40 of this Part), and, if employed in a school or in a regional office of education, provide verification in a format specified by the State Superintendent of supervisory approval for his or her participation. The State Superintendent or designee shall

publicize the list of approved providers so that experienced principals can make application to the provider and complete the required training to be included in the pool of available mentors.

- h) When verification is received in accordance with the requirements of Section 35.30(f) of this Part that a mentor has provided the service required under this Part, the State Superintendent of Education or designee shall make a payment in the amount of \$2,000 for each first-year principal served or \$1,000 for each second-year principal served, subject to limitations set forth in subsection (d)(2) of this Section. Payment shall be made either to the approved provider that facilitated the mentoring relationship for disbursement to the mentor or directly to the mentor if requested by the provider.

(Source: Amended at 34 Ill. Reg. 7763, effective May 21, 2010)

Section 35.30 Requirements of the Program

Each first-year principal shall complete a mentoring program that complies with the requirements of this Section, provided that there is a sufficient appropriation for the program applicable to the fiscal year that includes the individual's first school year of service as a principal (see Section 2-3.53a of the School Code and Section 35.20 of this Part). If sufficient funding exists to allow for participation of second-year principals in a mentoring program, then those programs also shall comply with the requirements of this Section.

- a) Mentors who meet the requirements of this Part shall be paired with participating principals by providers approved under Section 35.60 of this Part, on the basis of the factors identified in Section 2-3.53a(d) of the School Code [105 ILCS 5/2-3.53a(d)]. Each approved provider shall notify the affected district superintendents of the assignments made, and each affected superintendent shall acknowledge each first-year principal's obligation and, as applicable, second-year principal's election to participate in the program.
- b) The role of each mentor shall include:
 - 1) forming a supportive professional relationship with the participating principal;
 - 2) assisting the participating principal in adjusting to his or her new role and in developing skill as an instructional leader;
 - 3) coaching, observing, and providing feedback to the participating principal on aspects of organizational management;
 - 4) helping the participating principal identify significant problems and issues that act as barriers to school improvement, as well as meaningful solutions to these; and
 - 5) providing guidance to the participating principal in the development of his or her professional growth.
- c) The mentor and first-year principal shall spend no fewer than 50 contact hours in activities demonstrably involved in the mentoring process, as delineated in subsection (b) of this Section. The mentor and second-year principal shall spend no fewer than 25 contact hours in these activities, except that the number of contact hours required for second-year principal mentoring shall be prorated in direct proportion to the reduction in the payment the mentor receives pursuant to Section 35.20(e) of this Part. The mentor and participating principal may conduct

some or most of their contact using means of telecommunication but shall meet in person at least:

- 1) near the beginning of the school year, in order to initiate the mentoring relationship, and
 - 2) at the conclusion of the school year, in order to complete the verification form and certify completion of the program as required by subsection (f) of this Section.
- d) Time spent traveling by the mentor or recipient to meet with the other party shall not be counted as part of the required contact hours. The mentor shall bear the cost of any travel unless otherwise agreed to by the provider or by the mentor's employer.
- e) Each recipient of mentoring under this Part shall maintain a log of his or her work with the assigned mentor that includes at least the date of each contact, the purpose, and the amount of time spent.
- f) At the end of the program year or no later than June 30, verification of program completion shall be prepared in a format specified by the State Superintendent of Education and shall be signed by the participating principal and mentor to signify completion of the work outlined in the log required under subsection (e) of this Section.
- g) Each provider shall review the accuracy of the verification forms and shall submit a summary of the information presented in a format specified by the State Superintendent or designee by June 30 of each year.

(Source: Amended at 34 Ill. Reg. 7763, effective May 21, 2010)

Section 35.40 Eligibility of Mentors

Pursuant to Section 2-3.53a of the School Code, eligibility for service as mentors under this Part shall be limited to individuals who have served as principals in Illinois for at least three years, who have demonstrated success as instructional leaders, and who have completed the training required pursuant to Section 35.50 of this Part.

- a) For purposes of this Part, “at least three years” means no fewer than three full school years, provided that a principal need not have accrued all three years’ service in the same school or district.
- b) Each provider shall establish a process for identifying and selecting mentors. As part of this process, each mentor applicant shall submit at least two professional references that address:
 - 1) the nature of the working relationship between the letter-writer and the principal in question,
 - 2) the letter-writer’s reasons for believing that the principal in question is of ethical character and possesses strong interpersonal skills, and
 - 3) one or more specific examples of the principal’s accomplishments related to particular aspects of the Illinois Professional School Leader Standards set forth at 23 Ill. Adm. Code 29.100.
- c) 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 Illinois school or service in some other educational capacity that routinely requires 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 generated by the employing entity.

(Source: Amended at 34 Ill. Reg. 7763, effective May 21, 2010)

Section 35.50 Training for Mentors

- a) Prior to beginning his or her first assignment as a mentor under this Part, each experienced principal shall be required to complete a standardized training program prescribed by the State Superintendent of Education. This training program shall be made available at no cost to the participating mentors and shall focus on equipping the participants to perform the functions outlined in Section 35.30 of this Part. The training program shall address areas of expertise including, but not limited to:
- 1) the Illinois Professional School Leader Standards (see 23 Ill. Adm. Code 29.100);
 - 2) ethics;
 - 3) principles of adult learning;
 - 4) establishing a mentoring relationship; and
 - 5) mentoring skills and techniques.
- b) In admitting individuals to the required training, providers shall give first priority to those who intend to be included in the pool of available mentors for the program as described in Section 35.20(d) of this Part. Other individuals may be accommodated if space permits.
- c) Each provider approved under Section 35.60 of this Part shall provide to the State Superintendent or designee a list identifying the individuals who have completed the required training sequence.
- d) Each provider shall be responsible for providing continuation training to its mentors, including notifying them during this training of any changes in the requirements for the mentoring program. Each mentor who intends to continue providing service under this Part for the following year shall complete the continuation training.

(Source: Amended at 34 Ill. Reg. 7763, effective May 21, 2010)

Section 35.60 Approval and Role of Providers

The State Superintendent of Education shall approve one or more organizations representing Illinois principals, institutions of higher education, community colleges, regional offices of education, school districts, or other educational entities to administer and implement the new principal mentoring program according to the requirements stated in Section 35.30 of this Part, including delivering the training program for mentors that is required under Section 35.50 of this Part.

- a) Any entity seeking approval under this Section shall submit to the State Superintendent an application, in a format prescribed by the State Superintendent, outlining the organization's qualifications for serving potential mentors and recipients of mentoring. Applications shall be submitted to the State Superintendent or designee by March 1 of the year in which a provider wishes to participate in the mentoring program for the following school year.
- b) The State Superintendent shall approve as providers one or more entities whose applications:
 - 1) provide evidence of an overall commitment to professionalizing education and school improvement efforts;
 - 2) demonstrate capacity to meet the needs of an identified geographic area or set of districts; and
 - 3) indicate that the applicants have staff or access to other presenters who:
 - A) have been employed in roles requiring mastery of the Illinois Professional School Leader Standards; and
 - B) have experience in providing professional development to educators.
- c) Each approved provider shall, with respect to each mentor who enrolls with that provider:
 - 1) provide or arrange for another provider approved under this Section to provide the initial training required under Section 35.50 of this Part if the individual has not already completed it;

- 2) to the extent necessitated by the level of demand, facilitate the individual's assignment to one or more new principals based on the factors set forth in Section 2-3.53a of the School Code;
 - 3) provide support and professional resources to the mentor in the course of his or her mentoring relationships;
 - 4) provide at least annually networking sessions to enhance the mentor's skills and provide structured opportunities for problem-solving;
 - 5) guide the mentor in the compilation of information that will contribute to the evaluation of individual mentoring relationships and of the mentoring program as a whole;
 - 6) receive and distribute payments to mentors as delineated in Section 35.20(e) of this Part; and
 - 7) provide annual continuation training.
- d) Approval of providers shall be valid for three years. To request renewal, a provider shall, no later than March 1 of the year of expiration, submit an application in a format specified by the State Superintendent of Education, containing:
- 1) a description of any significant changes in the material submitted as part of its approved application; or
 - 2) a statement that no significant changes have occurred.
- e) A provider's approval shall be renewed if the application conforms to the requirements of subsection (d) of this Section, provided that the State Superintendent has received no evidence of the provider's failure to provide the required services under the program.
- f) The State Superintendent of Education may evaluate any approved provider at any time to ensure the consistent quality of the mentoring program. Upon request by the State Superintendent, a provider shall supply information regarding its activities in conjunction with the mentoring program, which the State Superintendent may monitor at any time. In the event an evaluation indicates that a provider is not furnishing services in keeping with subsection (c) of this Section, the State Superintendent may withdraw approval of the provider.

(Source: Amended at 34 Ill. Reg. 7763, effective May 21, 2010)

Section 35.70 Alternate Arrangements

In cases where an assigned mentor becomes unavailable after a mentoring assignment has been initiated, the approved provider that facilitated the mentor's assignment shall be responsible for identifying a replacement to complete the assignment and for determining the appropriate allocation of the payment to the individuals involved.

(Source: Amended at 32 Ill. Reg. 17768, effective October 30, 2008)