



STATE OF ALABAMA
DEPARTMENT OF EDUCATION



Eric G. Mackey, Ed.D.
State Superintendent of Education

July 1, 2024

Alabama
State Board
of Education

MEMORANDUM

Governor Kay Ivey
President

TO: City and County Superintendents of Education

Jackie Zeigler
District I

FROM: Eric G. Mackey *EGM*
State Superintendent of Education

Tracie West
District II
Vice President

RE: *School Principal Leadership and Mentoring Act* Request Form for New
Principal Mentoring Program

Stephanie Bell
District III

In accordance with the *School Principal Leadership and Mentoring Act 2023-340*, one requirement for successful completion of the Alabama Principal Leadership Development System (APLDS) program is that newly employed, first-time principals complete a mentoring program for two consecutive years. Starting with the 2024-2025 school year, the Alabama State Department of Education (ALSDE), in partnership with the Council for Leaders in Alabama Schools (CLAS), will implement a state program, the Alabama New Principal Mentoring Program, to meet the requirements of the law.

Yvette M. Richardson, Ed.D.
District IV

Tonya S. Chestnut, Ed.D.
District V
President Pro Tem

Superintendents and district administrators may request state approval for alternative options for new principal mentoring program selection and/or implementation. To request approval, the Principal Act New Principal Mentoring Program Request Form must be completed through DocuSign (click [here](#) for the link to the DocuSign request form) no later than **July 31, 2024**. The attachment provides a copy of the request form for planning purposes only.

Marie Manning
District VI

Belinda McRae
District VII

Wayne Reynolds, Ed.D.
District VIII

Before initiating the request form, a best practice is to create a free DocuSign account at [DocuSign](#). Doing this will allow the originator to track the envelope as it progresses through each assigned recipient. The account creation **must** occur prior to starting the request form.

Eric G. Mackey, Ed.D.
Secretary and
Executive Officer

First, enter the name and email address of each person who will be assigned to one of the signing roles. Once all names and emails are entered, click the “Begin Signing” icon. A new window will populate, and the form filler will be prompted to access an email sent via DocuSign. The email will prompt the form filler to click the “Start” button. Then the application will generate. Once all the required fields have been completed, a prompt to “Finish” will appear. Upon clicking the “Finish” button, the envelope will be automatically sent to the next signee until all signatures have been collected. Please note that during the electronic signing process, all signers will receive an email invitation to sign the document. To track an envelope, a free or paid DocuSign account creation is necessary prior to the submission of the envelope. To check the status of an envelope, log in to the created DocuSign account. Access the “Manage” tab to track the envelope. It will show the status of the envelope, such as which signature has been collected and which signature is still needed. For questions regarding the DocuSign process, please contact Mrs. Meagen Anthony-Rush at meagen.anthony@alsde.edu. For questions regarding the content of the request form, please contact Dr. Anna Shepherd-Jones by telephone at (334) 694-0785 or by email at anna.jones@alsde.edu.

EGM/MS/TM

Attachment

FY24-2063

Alabama State Department of Education
School Principal Leadership and Mentoring Act
New Principal Mentoring Program Request Form



Contact Information

School District

Contact Name

Contact Email Address

Contact Phone Number

Alternative Options

Alternative Options to the State Program and Implementation

Through the Alabama State Department of Education (ALSDE) in partnership with the Council for Leaders in Alabama Schools (CLAS), mentors and new principal mentees participate in the Alabama New Principal Mentoring Program. Additionally, mentors are hired, funded, trained, and placed with new principal mentees. The purpose of this form is for school districts to request alternative options for the new principal mentoring program selection and/or implementation.

Indicate which alternative option is being requested for approval.

_____ **Option A. Alternative Program Implementation** - Implement the Alabama New Principal Mentoring Program but mentors will be hired, funded, and placed with new principal mentees through the school district; mentors will receive training from the ALSDE and CLAS on the Alabama New Principal Mentoring Program.

Note: If selected, please complete the following Option A. Alternative Program Implementation section.

_____ **Option B. Alternative Program Selection and Implementation** - Select and implement a different new principal mentoring program; mentors will be hired, funded, trained, and placed with new principal mentees through the school district.

Note: If selected, please complete the following Option B. Alternative Program Selection and Implementation section.

Option A. Alternative Program Implementation

Mentor Training

Please indicate how many district mentors will need to receive training on the Alabama New Principal Mentoring Program.

Program Costs

Please provide the following assurance by initialing next to the statement.

_____ I understand that the Alabama State Department of Education will provide program materials, resources, and mentor training but does not assume responsibility for any other costs associated with the implementation of the Alabama New Principal Mentoring Program (e.g., mentor stipends, and mentor travel reimbursement).

Option B. Alternative Program Selection and Implementation

Mentor Training

Please provide the following assurances by initialing next to each statement.

_____ I assure that the new principal mentoring program includes high-quality training for mentors that is focused on the following:

- Goal setting, including the Professional Learning Plan (PLP) goals.
- Active listening.
- Conflict management (both between mentor and new principal mentee and aiding new principal mentees in handling conflicts on the job).
- Giving and receiving nonjudgmental feedback.
- Self-reflection.
- Addressing the individual needs of the new principal mentees.
- Supporting the new principal mentee in achieving personal and professional goals.

_____ I assure that the new principal mentoring program meets all of the following criteria for mentor professional development:

- Includes a formal orientation and foundational mentor training before mentors begin their work.
- Includes continuous professional development for mentors.
- Allows sufficient time and support for mentors to engage in a mentor-learning community.
- Includes monitoring of the degree to which the program is aiding new principal mentees in making progress toward individual desired outcomes and goals.
- Has processes for mitigating and resolving problems and addressing barriers as issues arise.

Describe the mentor training program.

Program Costs

Please provide the following assurance by initialing next to the statement.

_____ I understand the Alabama State Department of Education does not assume responsibility for any costs associated with the alternative new principal mentoring program (e.g., program contract services, mentor stipends, travel reimbursements).

Program Goals, Outcomes, and Content

Please provide the following assurances by initialing next to each statement.

_____ I assure that the new principal mentoring program includes the following content that is focused on developing leadership competencies aligned with the Alabama Standards for School Leadership:

- Visionary Leadership
- Instructional Leadership
- Managerial and Operational Leadership
- Relational Leadership
- Innovative Leadership

_____ I assure that the new principal mentoring program meets all of the following criteria:

- Fosters the professional, academic, and personal development of the new principal mentee.
- Focuses on new principal mentees defining and articulating core values and developing professional confidence.
- Focuses on the development of leadership skills, practices, and dispositions that are needed for new principal mentees to improve academic growth, academic achievement, and school climate.
- Includes formative assessment that engages the mentor and new principal mentee in an ongoing reflective process and continuous improvement.
- Includes program goals, outcomes, and design that reflect an understanding of research on the unique strengths and needs of individuals as they develop over time.
- Includes program goals and outcomes that are explicitly linked to improving the needs of the new principal mentee in meeting the expectations of the organization.
- Ensures that program goals and outcomes are clearly aligned with program evaluation processes.

Program Structure and Implementation

Please provide the following assurance by initialing next to the statement.

_____ I assure that the new principal mentoring program meets all of the following criteria.

- Provides sustained, coherent mentoring for two consecutive years.
- Provides a minimum of 50 hours of mentor and new principal contact time.
- Has mentor selection criteria that include successful experience as a school leader and commitment to developing new principals in school leadership.
- Has a designated program leader in planning, implementing, evaluating, and refining the program through data analysis, program evaluation, and stakeholder communication.
- Has sufficient staffing to implement the program efficiently and provide new principal mentees with support in successful program completion.
- Has sufficient fiscal resources.

Program Structure and Implementation

Describe the method for identifying exemplary, high-quality principal mentors to participate in providing instruction through the program.

Describe how the school district will gather meaningful information about program efficacy, including how the new principal mentoring program is or is not contributing to the development of the leadership skills, practices, and dispositions that are needed for new principal mentees to improve academic growth, academic achievement, and school climate.

Describe how the school district will maintain records of participating new principal mentees and successful program completers.