

ARKANSAS DEPARTMENT OF EDUCATION
BEGINNING ADMINISTRATOR INDUCTION PROGRAM

Glossary

Administrator License – a license, issued by the state of Arkansas, which allows one to serve as an administrator in an Arkansas school district, other Arkansas agency or organization requiring an administrator license.

- ◆ **Building Level Administrator** – a principal, assistant principal, or vice principal (licensure levels P-8 and/or 7-12)
- ◆ **Curriculum/Program Administrator** – a school leader who is responsible for program development and administration and/or employment evaluation decisions. Each Curriculum/Program Administrator License is limited to one of the following areas:
 - Special Education (grade levels P-4 and/or 4-12 or P-12)
 - Gifted and Talented Education (grade levels P-8 and/or 7-12)
 - Career and Technical Education (grade levels 4-8, 7-12, and/or Post-Secondary)
 - Content Area Specialist (grade levels P-8, 4-8 and/or 7-12)
 - Curriculum Specialist (grade levels P-8, 4-8 and/or 7-12)
- ◆ **District Level Administrator** – a superintendent, assistant/associate superintendent who is employed by a school district. District Administrators must hold a Standard Arkansas Teaching License and a Standard Arkansas Building Level or Curriculum/Program Level Administrator License. (District Level Administrators do not participate in Induction.)

Administrator Licensure Completion Program (ALCP) – a program for individuals who are offered employment in an administrative position prior to completion of state Administrator Licensure requirements. Each Building Level and Curriculum/Program Administrator ALCP candidate participates in Induction until all licensure requirements are met (at least one year but no more than three years). The ALCP is valid for a maximum of three years and may not be renewed.

Beginning Administrator – is a Building Level or Curriculum/Program Administrator who:

- ◆ holds an Initial Administrator License, or
- ◆ is employed under an ALCP, or
- ◆ holds a Standard Administrator License, **with less than one year of administrative experience**, and is employed for the first time as an Arkansas Building Level or Curriculum/Program Administrator

Induction - mentoring, support and accelerated professional development for Beginning Administrators. The time of Induction is a **minimum of one year or a maximum of three years**.

- ◆ For candidates holding an initial license or an ALCP - attendance is mandatory at all trainings. **An ALCP candidate will participate for the length of the ALCP (1 – 3 years)** and achieve a passing score on the state-mandated licensure assessment.
- ◆ For candidates holding a Standard Arkansas Administrator license serving as an Arkansas Administrator for the first time – one year participation in the Beginning Administrator Induction Program is mandatory.

Initial Administrator License - **The initial license is valid for no less than one year and no more than three years**, during which time employment as an administrator should be sought. Upon employment, the administrator participates in the Arkansas Beginning Administrator Induction Program for a minimum of one year and completes the School Leaders Licensure Assessment with a passing score.

Standard Administrator License – a five-year renewable license issued to candidates who have successfully completed all state-mandated licensure requirements.

Mentor – an administrator holding a current standard administrator license, employed in the licensure area sought by the Beginning Administrator and trained in the Arkansas Administrator Mentoring Model. A mentor is assigned to assist a beginning administrator by providing support and focused feedback with regard to skills, management, professional behaviors and the Professional Learning Plan (PLP). Mentor attendance (with the Beginning Administrator) is required at the Initial Administrator Induction training in either July or September.

Mentoring – support and focused feedback (for professional growth and development) provided to a Beginning Administrator by an experienced, trained administrator mentor. Collaboration between the mentor and the Beginning Administrator is encouraged in the development of the Beginning Administrator’s Professional Learning Plan. Mentor support continues in the form of ten (10) contact hours per semester with the Beginning Administrator.

State Mandated Licensure Assessment – test used for the evaluation of administrators who are pursuing Standard Administrator Licensure. Successful completion of the state-mandated licensure assessment is defined as meeting the current state adopted cut score for the appropriate licensure assessment.

- ◆ The School Leaders Licensure Assessment (SLLA) – the assessment used for the Building Level and Curriculum/Program Administrator licensure
- ◆ The School Superintendent Assessment (SSA) – the assessment used for the District Level Administrator licensure