

Supplemental Contract

Alternative Administrative Specialist License

Salary to be determined at time of contract.

Job Summary: The Administrator Mentor will provide structured mentorship and guidance to individuals pursuing an Alternative Administrative Specialist License. The mentor will assist aspiring school administrators in developing the skills and knowledge required to become effective leaders within educational settings. This position involves supporting mentees through a structured mentoring process, helping them navigate the requirements of the Ohio Department of Education and Workforce's Alternative Administrative Specialist Licensure program, and fostering professional growth in leadership, decision-making, and school management.

Key Responsibilities:

Mentorship and Support:

- Provide one-on-one and group mentoring to individuals seeking the Alternative Administrative Specialist Licensure, offering support in their journey to becoming effective school leaders.

- Help mentees understand and apply leadership concepts, educational policies, and best practices in administration, school improvement, and student outcomes.

- Guide mentees in setting and achieving professional goals aligned with the competencies required for the Alternative Administrative Specialist License.

Professional Development:

- Conduct regular meetings and professional development sessions with mentees to review progress, discuss challenges, and provide constructive feedback.

- Assist mentees with the development of leadership plans, reflective practices, and evidence-based strategies for managing school systems.

- Offer strategies for effective decision-making, school climate improvement, staff development, and other administrative responsibilities.

Application of Leadership Skills:

- Support mentees in applying leadership skills in real-world settings, including guiding them through challenges related to budgeting, staffing, curriculum development, and policy implementation.

- Provide practical, on-the-job mentoring through observations, feedback, and coaching on leadership effectiveness in various aspects of school administration.

Monitoring and Evaluation:

Ensure mentees are making progress toward meeting the Ohio Department of Education's requirements for the Alternative Administrative Specialist License.

Evaluate mentee's leadership progress through feedback, documentation, and reflective practices.

Prepare and submit required reports on mentee progress to the Mid-Ohio ESC or other oversight entities as necessary.

Collaboration and Networking:

Facilitate networking opportunities for mentees to engage with other administrators, mentors, and educational leaders to promote professional growth.

Encourage and model collaboration with district leaders, school staff, and community members to foster a positive and effective school culture.

Compliance with Licensing Requirements:

Ensure that the mentorship process aligns with the standards and competencies set by the Ohio Department of Education and Workforce (ODEW) for the Alternative Administrative Specialist License program.

Stay updated on changes to Ohio's administrative licensing requirements and provide relevant guidance to mentees.

Documentation and Reporting:

Maintain accurate records of mentorship activities, meetings, mentee progress, and evaluations.

Document the mentee's professional development achievements, including competencies met and milestones reached.

Other Duties:

Attend and participate in mentor training, professional development opportunities, and meetings organized by Mid-Ohio ESC or relevant educational entities.

Perform other duties as assigned by the Director of Student Services or Designee at Mid-Ohio ESC.

Qualifications:

Education: Master's degree in Educational Leadership, Administration, or related field.

Experience: Minimum of 5 years of successful experience as a school administrator (Principal, Assistant Principal, or similar role).

Licenses/Certifications: Valid Ohio Administrative License.

Skills:

Strong leadership and communication skills.

In-depth knowledge of educational leadership, school management, and state regulations.

Ability to build professional relationships and foster a collaborative environment.

Experience with the Ohio Department of Education and Workforces's administrative licensing process.

Organizational skills and ability to manage multiple mentorship relationships and mentee progress.

Working Conditions:

Position is part-time.

Mentoring will primarily take place in school settings, with some work potentially done remotely or in an office environment at Mid-Ohio ESC.

Occasional evening or weekend meetings may be required.

This job description provides a general overview of the Administrator Mentor role for the Alternative Administrative Specialist License program at Mid-Ohio Educational Service Center. Duties and responsibilities may be subject to change based on the needs of the mentees and the ESC.

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Employee	Date	Director	Date