ENTRY CONVERSATIONS PROTOCOL

Discussions with Beginning Administrator

First Meeting: The purpose of the first meeting is to begin establishing rapport and trust with the beginning administrator as well as glean important information about the school context.

* Tell me about your professional background.
* Tell me about what you have learned (know) about the school.
* What makes this school a good match for you?
* What do you think the challenges might be?
* What would you like to get from our work together in mentoring?
* How have you thought about getting to know the teachers/staff? The community? The building itself?
* What program decisions have been made for next year? What will you “inherit”?
* Share e-mail and phone contact information.
* How do you like to keep in touch?
* Set your date and time for the first mentoring session.

First Mentoring Session: The purpose of the first mentoring session is to review commitments and the mentor’s role, establish working agreements/norms, set structure and time for meetings.

* Review the Letters of Commitment and have the administrator sign the one for Beginning Administrator. (Requirement of grant funded projects)
* Develop working agreements/norms.
* Share the Administrator Mentor Job Description.
* Share the Collaborative Discussion Guide (CDG) and describe the structure for coaching sessions.
* Prompt the principal to share:
* What’s are your successes?
* What are the current challenges?
* Schedule weekly appointment time for the next several months or entire year.