**Section 35.30 Requirements of the Program**

Each first-year principal, or those first-year principals who choose to participate in mentoring services in any year when the program is voluntary under Section 35.20(c), shall complete a mentoring program that complies with the requirements of this Section, provided that there is an 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 entities 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 entity shall notify the affected district superintendents of the assignments made, and each affected superintendent shall acknowledge each first-year principal’s and, as applicable, each second-year principal's obligation or election to participate in the program.

b) The role of each mentor shall include:

1) collaborating with the assigned principal to identify and guide the principal in areas for improvement of the new principal's professional growth, including, but not limited to, professional growth in the areas addressed in the Illinois Performance Standards for School Leaders (see 23 Ill. Adm. Code 29.100);

2) forming a supportive professional relationship with the participating principal;

3) assisting the participating principal in adjusting to his or her new role and in developing skill as an instructional leader;

4) coaching, observing, and providing feedback to the participating principal on aspects of organizational management; and

5) helping the participating principal identify significant problems and issues that act as barriers to school improvement, as well as meaningful solutions to these.

c) The number of contact hours that the mentor and new principal shall spend together in activities demonstrably involved in the mentoring process, as delineated in subsection (b), shall be determined annually by the State Superintendent based upon the number of new principals admitted into the program and the amount of funding appropriated for the program, and may vary for first-year principals and second-year principals. Contact hours for mentors and new principals may be in person, by telephone, online, or by any other mechanism that allows for synchronous communication between the mentor and new principal. The mentor and participating principal 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).

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 approved entity 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).

g) Each approved entity 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 46 Ill. Reg. 13192, effective July 13, 2022)