



IOWA ACTIVITIES DIRECTOR MENTOR LEADERSHIP PROGRAM

PROGRAM OVERVIEW & OBJECTIVES

The Iowa Activities Director Mentor Leadership Program connects experienced, retired IHSADA Activities Directors with new Activities Directors assisting with the transition, development, and growth in the role of athletic administration.

- To foster relationships assisting in the development of new Activities Directors.
- To provide a support system for the new Activities Director.
- To ease the transition of new Activities Directors offering professional experience and advice.
- To provide a base of knowledge, information, professional materials, strategies, and systems for the new Activities Director.
- To develop increased longevity and effectiveness within the activities administration profession.

PROGRAM ADMINISTRATION

- Administration of the program will include representatives from the IHSADA, the IGHSAA, and the IHSAA.
- The lead administrators will guide the group in program operations.
- A Director from the IGHSAA and a Director from the IHSAA will represent the state associations.
- The IHSADA Executive Director, a Past-President, & the Mentor Leadership Coordinators will serve as representatives of the IHSADA.
- This group will provide oversight, procedures, and information beginning with the Mentor Leadership Mentor Meeting, the New AD Workshops, IHSADA October District Meetings, the IHSADA State Convention, and Mentor Leadership Program Review.

THE PROGRAM PROCESS

Develop a group of IHSADA Activities Director retirees hired part-time for a stipend annually. Each Mentor will be assigned 5 to 10 New Athletic/Activities Directors/Mentees.

- Mentors are retired ADs, IHSADA Hall of Fame inductees/eligible, and no longer full-time K-12 employed.
- Mentor selection by the IHSADA, IGHSAA, & IHSAA Mentor Leadership Committee.
- Assignments/cohorts will be based on IHSADA Districts (NW, Central, NE, SW, SE)
- Each Mentor will be assigned a cohort of new ADs to work with during the school year.
- The cohort will change annually while the Mentor will remain a resource for new Activities Directors as they grow in the profession.
- Mentors will be assigned to new ADs who lead a minimum of 5 school sponsored sports.
- Mentors are not assigned to new Assistant ADs working with an experienced AD in a school district.
- School districts who wish to provide their own Mentor may opt out of the Mentor Leadership Program.
- The Mentors will meet prior to the August New AD Workshop.
- Mentors will connect with their cohort in July for an initial meeting.
- Mentor-Mentee Meetings will be held in association with the New AD Workshops, the IHSADA Fall District Meetings, and the IHSADA Spring State Convention.
- Monthly virtual meetings will be held thirty minutes in length with Q&A to follow.
- Phone conversations/in-person visits will happen on a regular basis with each Mentee.

- In addition to in-person meetings and monthly virtual meetings, the Mentor is encouraged to make one on-site "Game Day" visit with the Mentee.
- Mentors will connect with the Mentee school administration.
- Mentor Meetings at the New AD Workshop II and the IHSADA State Convention will provide for continuous growth and development of the program.
- Surveys will be used for program review.

ACTIVITIES DIRECTOR: Seven Core Responsibilities

(Adapted from the National Standards for Sport Coaches.)

- Set Vision, Goals, Standards, & Systems for the Activities Program
- Engage In & Support Ethical Practices
- Build Relationships
- Develop a Safe Activities Environment
- Create a Positive & Inclusive Activities Environment
- Supervise, Manage, & Develop Staff Personnel
- Strive for Continuous Improvement

ACTIVITIES DIRECTOR: Essential Duties

Provide the new Activities Directors with documents including Staff/Student Department Handbooks, Seasonal/Event Checklists, and additional professional materials/assistance.

- Personnel Management, Coaching Conversations, Program Review, & Staff Development
- Systems Development, Implementation, & Review
- Game Day Operations & Logistics, Meet Operations, & Event Management
- Scheduling & Facilities Coordination
- Sports/Activities Media Information, Marketing, Special Promotions, & Awards Recognition
- Student Eligibility Clearinghouse Policies, Procedures, & Forms
- Student Leadership & Engagement
- Financial Management & Funding Sources
- Program Development & Enhancement
- Professional & Community Relations
- Professional Development
- IGHS AU & IHSAA Regulations
- IHSADA Membership, Opportunities, & "AD Toolbox"

MENTOR RESPONSIBILITIES

- Relationship Building
- Availability & Maintaining Consistent Contact
- Providing Guidance, Encouragement, & Feedback
- Share Support, Suggestions, Strategies, & Systems
- Listening & Offering Requested Assistance

NEW AD RESPONSIBILITIES

- Relationship Building
- Frequent Communication & Contact
- Welcome the Mentor's Interest & Feedback
- Discuss Successes, Challenges, & Strategies
- Search for Ways to Achieve Program & Professional Objectives

"Engage, educate, equip, encourage, empower, energize, and elevate. Those are the methods for maximizing the potential of any individual, team, organization, or institution for ultimate success and significance. Those are the methods of a mentor leader. Remember that mentor leadership is all about serving." Tony Dungy