

IOWA ACTIVITIES DIRECTOR MENTOR LEADERSHIP PROGRAM

Mentoring Best Practices

1. Welcome and Orientation

- Examine the big picture: responsibilities, priorities, school culture, and policies.
- Connect with key partners: administrators, activities staff, secretaries, building & grounds, booster leaders, district contact ...
- Share an onboarding process.

2. Establish Expectations for the Mentorship

- Decide how often you'll meet.
- Consider clear objectives..
- Agree on best communication methods.

3. Focus on Core Skill Areas

*** Compliance & Eligibility**

- Review state association and district policies, requirements, and eligibility systems.
- Share common mistakes and how to avoid them.

*** Event & Game Management**

- Review systems including scheduling, game-day procedures, facility setup, event personnel, security, officials, and emergency protocols.
- Arrange a Game Day visit.

*** Communication & Conflict Resolution**

- Share how to respond to challenging conversations with staff, students, parents, and the community.
- Review communication systems and provide examples.

*** Financing & Fundraising**

- Examine account structures, purchasing procedures, and budget planning.
- Provide tips on working with booster clubs and finding sponsorships.

*** Personnel Management & Support**

- Discuss staffing, onboarding, mentoring, evaluations, professional development, and establishing standards.
- Emphasize relationships, communication, accountability, and documentation.

*** Culture Building**

- Encourage the development of a positive, inclusive, student-focused culture.
- Explore strategies to boost school loyalty, celebrate successes, build teamwork, and enhance student leadership.

4. Be Their Sounding Board

- Allow mentees to vent, brainstorm, and problem solve.
- Share your successes, challenges, and lessons learned while developing trust and building the relationship.

5. Encourage Reflection

- What went well? What did you learn? What would you do differently? Where do you go next?
- Guide in developing habits of self-assessment and growth.

6. Build Connections

- Encourage membership in the IHSADA.
- Suggest workshops, conferences, certifications, and personal & professional development.
- Connect with a network of conference, district, and state ADs.

7. Guide, Support, and Suggest

- Empower to be decisive in decision making and to lead with confidence.
- Celebrate their growth and successes while being available when challenges arise.