

**281—81.8(256) School business official mentoring program.** The one-year mentoring program and its partners will assist candidates in becoming successful school business officials in accordance with the following provisions. The candidate is to be employed as a school business official to be eligible to participate in the mentoring program.

**81.8(1)** Candidates admitted to a school business official preparation program will participate in the mentoring program. All hours spent in the mentoring program are outside of the nine semester hours required in the program.

**81.8(2)** Each school business official preparation program will inform all candidates of the following minimum expectations of the candidates as mentees:

*a.* Participation in weekly conversations with the mentee's mentor, including a review of work assignments.

*b.* Maintenance of a record of contacts with the mentor and submission of the record to the program. A template will be provided by the program.

*c.* Completion of surveys to assist with program evaluation.

*d.* Communication with the program if the relationship with the mentee's mentor is not meeting the needs or expectations of the mentee.

*e.* Full participation in the mentoring program throughout the one-year period.

**81.8(3)** Each school business official preparation program will inform all program candidate mentors of the following minimum expectations:

*a.* Contacting the mentee on a weekly basis.

*b.* Completing surveys to assist with program evaluation.

*c.* Informing the program if the relationship with the mentee is not meeting expectations.

*d.* Maintaining confidentiality of the interactions between mentor and mentee.

*e.* Supporting the mentee throughout the one-year period.

**81.8(4)** The institution will offer one or more workshops annually for all cooperating mentors to define the objectives of the mentoring program, review the responsibilities of the cooperating mentors, and provide the cooperating mentors other information and assistance the institution deems necessary. The workshops will utilize delivery strategies identified as appropriate for staff development and reflect information gathered through feedback from workshop participants.

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