

# Arizona **New Teacher** Support Program

## 2025-2028 **Application**

### REQUIREMENTS AND SUBMISSION

Applications should specifically address each area of the Arizona Beginning Teacher Induction Program Standards (page 15 in overview) and the Arizona Professional Teaching Standards (page 16 in overview) appropriate to the overall application, and show a comprehensive approach to developing, supporting and sustaining a mentoring program beyond the two years of grant funding and training support. There should be a clear plan for sustainability once the grant period concludes.

A full grant application submission includes:

- **Application Contacts Pages**
- **Executive Summary**
- **Application Narrative**
- **Budget**
- **Letters of Support**

### LETTERS OF SUPPORT

- An individual, signed letter of support from the superintendent
- An individual, signed letter of support from the governing board president

These letters of support should clearly state the district or school's intent to build capacity and sustainability while participating in the Arizona New Teacher Support Program.

### IMPORTANT DATES

All applications and documents must be sent in electronic form (PDF) by close of business (5:00PM) Friday, March 7, 2025, to [kpaulsen@azk12.org](mailto:kpaulsen@azk12.org)

Applications will be reviewed and notifications made to applicants as soon as possible, but no later than April 14, 2025. For further information or questions, please contact Kathleen Paulsen at [kpaulsen@azk12.org](mailto:kpaulsen@azk12.org) or at (602) 776-4618.



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# APPLICATION CONTACTS

**District:**

Address, City, Zip:

Total Number of Students:

Total Number of Campuses:

Number of Elementary Schools:

Number of Middle Schools:

Number of High Schools:

Other (please describe):

**Superintendent**

Name:

Phone:

Email:

**District Full-Release Mentor**

(or first Partial-Release Mentor)

Name:

Phone:

Email:

**Governing Board President**

Name:

Phone:

Email:

**Second Partial-Release Mentor**

(if applicable)

Name:

Phone:

Email:

**District Program Lead for Induction**

Name:

Phone:

Email:

**Fiscal Director/Coordinator**

(if different from District Program Lead)

Name:

Phone:

Email:

**Qualifying School(s):**

School	Principal Name	Email

## **EXECUTIVE SUMMARY**

Name of the district/school/program

Summary of your induction program goals

Vision surrounding this work as it relates to the program's mission and core values (page 5) and the needs of the district/school/program

## **HISTORY OF BEGINNING TEACHERS**

Please provide a three-year history of the total number of beginning teachers (0–2 years teaching experience) in the district/school/program.

Number of Beginning Teachers (per school year)

2023–2024:

2024–2025:

2025–2026 (anticipated):

## APPLICATION NARRATIVE

Along with the previous forms, applicants must submit a document addressing the following points and questions. This document must:

- Be organized using the headings listed below and on page 22: Current State; Problem and Needs Assessment; The Work Plan; Sustainability Plan; and Measurement, Learning, and Evaluation
- Use the font Times New Roman at no smaller than 12-point font, or Arial font, which may be in 10-point font.
- Be submitted as a PDF file (.pdf) document.

### CURRENT STATE

Describe your current beginning teacher support. Be sure to include:

- Information about the current state of any existing induction and mentoring program
- Anything particularly innovative in your approach

### PROBLEM AND NEEDS ASSESSMENT

Describe the challenges you've identified in your current beginning teacher support and how the Arizona New Teacher Support Program may address those challenges.

Be sure to include or identify:

- Identified challenges/problems with your current beginning teacher support program
- What actions have you identified you need to take to address those challenges/problems and reach your overall program goals?
- How will the Arizona New Teacher Support Program address those challenges?

### THE WORK PLAN

Provide a detailed description and overall plan on how you will meet each of your program objectives, priorities, any district requirements, and the goals listed in your application executive summary. This should be delineated by the two-year Arizona New Teacher Support Program cycle. Key items you should address:

- What resources are needed for each year (human, financial, and/or technological)?
- What is/has been the mentor selection plan?
- What is/has been the program lead selection process?
- Eligible district(s)/school(s)/program(s) statement of eligibility and an explanation of the criteria each meets (page 5 in overview)
- How many beginning teachers (0–2 years of experience) will the program support?
- How will participation in the program develop effective teachers and yield high rates of both mentor and beginning teacher retention?
- What evidence and data have led you to design this Work Plan?

## **SUSTAINABILITY PLAN**

The purpose of the Arizona New Teacher Support Program is to build a comprehensive, robust, sustainable induction and mentoring program. Explain how you plan to sustain the work beyond the scope of the program partnership. How does your work plan build capacity and sustainability and create opportunities for growth of both mentors and beginning teachers? Also include any additional funding sources that currently support your program or will in the future, as you work toward sustainability.

## **MEASUREMENT, LEARNING, AND EVALUATION**

In this section, describe the practical and useful measures (quantitative and qualitative) that will be used to monitor the overall progress toward your goals. Be sure to include information regarding which systems are in place or have to be created to measure the progress. Please include the explicit measures that you will use to track the mentors' effectiveness.

## BUDGET TEMPLATE OVERVIEW

An itemized budget must be submitted (template on page 24, examples on page 25 and 26) and should describe how funds will be utilized in support of the proposed program to build capacity and sustainability within the district/school/program.

In your responses on the next page, only include proposed expenses to be covered by the Arizona K12 Center's Arizona New Teacher Support Program funding.

Provide a description of the cost categories and how the proposed expenses were determined. Omit any categories in which there are no budgeted expenses.

- **Personnel:** Include the names of all mentors supporting the project. If utilizing funds for replacement salaries, include the names of each replacement teacher.
- **Benefits:** Include benefit rate of impacted employees.
- **Travel:** Include any district reimbursable travel expenses and the methodology used to calculate mileage estimates for each trip.
- **Mentor Stipends:** Include the name of each stipend recipient and the amount of the stipend, \$5,000 per year for designated full-time release mentors or \$2,500 per year for half-time release mentors, or comparable increase in compensation.
- **Supplies:** Describe the project-related materials and supplies being requested, the purpose of the item(s) as related to the project, and the cost assumptions used to generate the cost estimate.
- **Professional Development:** Include a brief description of the professional development activities for mentors and beginning teachers required for this project. This should include beginning teacher professional development such as Beginning Teacher Series and Beginning Teacher Institute.
- **Miscellaneous:** Describe the item(s) being requested, the purpose of the item(s) as related to the project, and the cost assumptions used to generate the cost estimate.

## BUDGET TEMPLATE: July 1, 2025 – June 30, 2027

Your School District:

Budget Category	Year 1 7/25-6/26	Year 2 7/26-6/27
<b>PERSONNEL</b>		
<b>BENEFITS</b>		
<b>TRAVEL</b> (List all trips individually; mileage only)		
<b>MENTOR STIPENDS</b> (Provide recipient name(s))		
<b>SUPPLIES</b>		
<b>PROFESSIONAL DEVELOPMENT</b>		
<b>MISCELLANEOUS</b>		
<b>TOTAL PROGRAM COSTS</b>		



# BUDGET TEMPLATE Example, Grant Level 1: July 1, 2025–June 30, 2027

Your School District: ARIZONA SCHOOL DISTRICT

Budget Category	Year 1 7/25-6/26	Year 2 7/26-6/27
<b>PERSONNEL</b> <i>JUAN PÉREZ - HALF-TIME MENTOR AT HIGH SCHOOL</i> <i>JANE DOE - HALF-TIME MENTOR AT MIDDLE SCHOOL</i>	<i>\$24,553</i> <i>\$28,005</i>	<i>\$24,553</i> <i>\$28,005</i>
<b>BENEFITS</b> <i>JUAN PÉREZ - BENEFIT RATE AT 22%</i> <i>JANE DOE - BENEFIT RATE AT 22%</i>	<i>\$5,401.06</i> <i>\$6,161.10</i>	<i>\$5,401.06</i> <i>\$6,161.10</i>
<b>TRAVEL</b> (List all trips individually; mileage only) <i>1 ROUNDTrip TO ARIZONA PROFESSIONAL DEVELOPMENT MEETING IN TUCSON (222 MI X \$0.67)</i>	<i>\$148.74</i>	<i>\$148.74</i>
<b>MENTOR STIPENDS</b> (Provide recipient name(s)) <i>JUAN PÉREZ (stipend paid through grant funds)</i> <i>JANE DOE (stipend paid through district funds)</i>	<i>\$2,500</i> <i>\$0</i>	<i>\$2,500</i> <i>\$0</i>
<b>SUPPLIES</b> <i>WELCOME TO TEACHING BOOK (AMAZON), \$31.96 X 72)</i> <i>MENTOR PD SUPPLIES (AMAZON): NOTEPADS, FOLDERS, STICKY NOTES, EXPO MARKERS, MR. SKETCH MARKERS</i>	<i>\$2,301.12</i> <i>\$169.98</i>	<i>\$2,301.12</i> <i>\$169.98</i>
<b>PROFESSIONAL DEVELOPMENT</b> <i>COGNITIVE COACHING (\$725 X 2)</i> <i>TEACHER LEADERSHIP INSTITUTE (\$445 X 8)</i> <i>ADE PROFESSIONAL DEVELOPMENT (\$375 X 2)</i> <i>ARIZONA TEACHER SUMMIT (\$725 X 2)</i>	<i>\$1,450</i> <i>\$3,560</i> <i>\$750</i> <i>\$0</i>	<i>\$0</i> <i>\$3,560</i> <i>\$750</i> <i>\$1,450</i>
<b>MISCELLANEOUS</b> <i>N/A</i>	<i>\$0</i>	<i>\$0</i>
<b>TOTAL PROGRAM COSTS</b>	<i>\$75,000</i>	<i>\$75,000</i>

**\*\*Total costs cannot exceed \$75,000.00 for each year.\*\***

## BUDGET TEMPLATE Example, Grant Level 2: July 1, 2025–June 30, 2027

Your School District: **ARIZONA SCHOOL DISTRICT**

Budget Category	Year 1 7/25-6/26	Year 2 7/26-6/27
<b>PERSONNEL</b> <i>DEVIN JONES</i> <i>-PARTIAL SALARY, FULL-RELEASE MENTOR</i>	<i>\$30,000</i>	<i>\$30,000</i>
<b>BENEFITS</b> <i>DEVIN JONES -PARTIAL BENEFITS, RATE OF 22%</i>	<i>\$6,600</i>	<i>\$6,600</i>
<b>TRAVEL</b> (List all trips individually; mileage only) <i>1 ROUNDTrip TO ARIZONA PROFESSIONAL DEVELOPMENT MEETING IN TUCSON (222 MI X \$0.67)</i>	<i>\$148.74</i>	<i>\$148.74</i>
<b>MENTOR STIPENDS</b> (Provide recipient name(s)) <i>DEVIN JONES</i>	<i>\$5,000</i>	<i>\$5,000</i>
<b>SUPPLIES</b> <i>WELCOME TO TEACHING BOOK (AMAZON), \$31.96 X 72)</i> <i>MENTOR PD SUPPLIES (AMAZON): NOTEPADS, FOLDERS, STICKY NOTES, EXPO MARKERS, MR. SKETCH MARKERS</i>	<i>\$2,301.12</i> <i>\$190.14</i>	<i>\$2,301.12</i> <i>\$190.14</i>
<b>PROFESSIONAL DEVELOPMENT</b> <i>COGNITIVE COACHING (\$725 X 2)</i> <i>TEACHER LEADERSHIP INSTITUTE (\$445 X 8)</i> <i>ADE PROFESSIONAL DEVELOPMENT (\$375 X 2)</i> <i>ARIZONA TEACHER SUMMIT (\$725 X 2)</i>	<i>\$1,450</i> <i>\$3,560</i> <i>\$750</i> <i>\$0</i>	<i>\$0</i> <i>\$3,560</i> <i>\$750</i> <i>\$1,450</i>
<b>MISCELLANEOUS</b> <i>N/A</i>	<i>\$0</i>	<i>\$0</i>
<b>TOTAL PROGRAM COSTS</b>	<i>\$50,000</i>	<i>\$50,000</i>

**\*\*Total costs cannot exceed \$50,000.00 for each year.\*\***

# SCORING RUBRIC

The scoring rubric below aligns with sections of the full grant application. A full grant application submission includes:

- Application Contacts Pages
- Executive Summary
- Application Narrative
- Budget
- Letters of Support

*If districts have previously participated in the Arizona New Teacher Support Program and failed to meet subcontract expectations and requirements, that past performance will be factored into final scoring consideration.*

## Induction Program Goals (within Executive Summary)

Score	Description
5	Goals are clearly defined, with measurable expected outcomes for both mentors and beginning teachers. Strong connection to the program’s overarching vision.
4	Goals are clearly stated, but some are not as measurable or specific towards intended outcomes.
3	Goals are present but lack clarity or are not fully measurable. It is difficult to understand the expected outcomes of the goals.
2	Some goals are mentioned but are not clearly tied to specific outcomes or are vague in nature.
1	Goals are poorly defined or lacking measurable outcomes.
0	No clear goals or expected outcomes are provided.

## Induction Program Vision (within Executive Summary)

Score	Description
5	The vision is clearly defined, addressing how it strongly relates to the Arizona New Teacher Support Program's mission and core values. The description clearly shows the connection to the needs of the district/school.
4	The vision provided shows the district's/school's connection to the Arizona New Teacher Support Program's mission and core values. Some details may be missing or unclear.
3	The vision covers key aspects connected to the Arizona New Teacher Support Program's mission and core values but lacks depth or does not provide enough details to be clear.
2	The vision is incomplete or only addresses partial connection to the Arizona New Teacher Support Program's mission and core values. There is little or no connection.
1	The vision is vague or lacks sufficient connection to the Arizona New Teacher Support Program's mission and core values.
0	No vision is provided or the description is minimal and lacking in critical information.

## CURRENT STATE (within Application Narrative)

Score	Description
5	The description provided for current beginning teacher support is thorough, well-organized, specific, and clear.
4	The description provides a broad overview with some details about current beginning teacher support.
3	The description provided for current beginning teacher support is limited. Sufficient detail or clarity is missing.
2	Some aspects of current beginning teacher support are provided. The overall description is vague and lacks the clarity to understand the current state.
1	The description provided does not adequately provide the information needed to understand the current state of beginning teacher support.
0	No description is provided about the current state of beginning teacher support.

## PROBLEM AND NEEDS ASSESSMENT (within Application Narrative)

Score	Description
5	Key challenges are thoroughly identified with thoughtful, well-developed solutions provided.
4	Challenges are identified and addressed, but some solutions may lack detail or feasibility.
3	Challenges are mentioned but solutions are underdeveloped or vague.
2	Some challenges are described, but no solutions are provided, or the solutions are unclear.
1	The challenges and solutions are not adequately addressed.
0	No discussion of challenges or solutions is provided.

## THE WORK PLAN (within Application Narrative)

Score	Description
5	The plan is well-organized with specific actions, timelines, and milestones for each year of the program. Responsibilities are clearly assigned.
4	A clear implementation plan is provided, but some details or milestones are not fully fleshed out.
3	The implementation plan is outlined but lacks sufficient detail or clarity in certain areas.
2	The plan is mentioned, but major aspects of implementation are missing or unclear.
1	The implementation plan is incomplete or unclear.
0	No implementation plan is provided.

## SUSTAINABILITY PLAN (within Application Narrative)

Score	Description
5	A comprehensive sustainability plan is provided, detailing long-term strategies, funding sources, and integration into district plans. Long-term goals are clearly defined with strong connection to the district's broader teacher retention and development strategy.
4	A strong sustainability plan is provided but may lack some details or specific funding strategies beyond the scope of the program partnership. Long-term goals are defined but may lack the details or connections to district strategies. No implementation plan is provided.
3	The sustainability plan is described but lacks depth or clarity. The details provided may not be enough to fully understand the sustainability of this program. Long-term goals are mentioned but lack clarity or are not well connected to district strategies.
2	Limited information on sustainability; missing key components or long-term goals are unclear or underdeveloped.
1	Sustainability is not adequately addressed. No clear long-term goals are provided.
0	No sustainability plan is provided.

## MEASUREMENT, LEARNING, AND EVALUATION (within Application Narrative)

Score	Description
5	Comprehensive qualitative and quantitative measures are described with clear methods for tracking progress and gathering feedback. It is clear which systems are currently in place and which systems need to be implemented.
4	Measures for progress are clearly outlined, but some details may need further clarification.
3	Some measures of progress are described but lack clarity or depth.
2	Limited measures are mentioned, with little detail on how progress will be tracked.
1	Few or no measures of progress are described.
0	No measures of progress are provided.

# BUDGET

Score	Description
5	The budget is detailed, aligned with program goals, and clearly demonstrates how the funds will be distributed.
4	The budget is clear but may lack some details or include minor discrepancies with program goals.
3	The budget is provided but lacks clarity or does not fully align with the program's goals.
2	The budget is incomplete or does not clearly explain how funds will be allocated.
1	The budget is unclear and/or lacks essential details.
0	No budget is provided.



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