

Adult Education Director Mentor/ Mentee Program Application

Program Overview

The Adult Education Director Mentorship Program is designed to support new and emerging directors through structured guidance, leadership development, and ongoing professional support. This program connects experienced directors with new leaders to strengthen program quality, compliance, instructional leadership, and student outcomes.

Applicant Information

Full Name: _____

Email Address: _____

Phone Number: _____

Current Position Title: _____

Program/Institution Name: _____

I am applying to be a:

☐ Mentor ☐ Mentee

Years in Adult Education:

☐ 0–1 years ☐ 2–3 years ☐ 4–5 years ☐ 6+ years

Years in a Leadership Role:

☐ New Director (0–1 year) ☐ 1–2 years ☐ 3+ years

Program Context

Type of Program (check all that apply):

☐ ABE (Adult Basic Education)

☐ ESL

☐ Corrections Education

☐ Other: _____

Program Size:

☐ Small (0–100 students)

☐ Medium (101–300 students)

☐ Large (301+ students)

Number of Staff Supervised: _____

Professional Background

Briefly describe your experience in adult education and leadership:

What motivated you to become an Adult Education Director?

Leadership Reflection

What do you see as your greatest strength as a leader?

What is your biggest current challenge as a director?

For Mentor Only: What are the top 3 areas you feel most confident/experienced in supporting a mentee?

(Check up to 3)

- ☐ Program management & compliance
- ☐ Instructional leadership
- ☐ Data-driven decision making
- ☐ Staff development & evaluation
- ☐ Student retention & outcomes
- ☐ Grant management & funding
- ☐ Community partnerships
- ☐ Leadership confidence
- ☐ Work-life balance
- ☐ Other: _____

Commitment & Availability

The mentorship program includes:

- Monthly mentor meetings
- Ongoing communication

Are you able to commit to these expectations?

- ☐ Yes
- ☐ No

Preferred Meeting Format:

- ☐ Virtual
- ☐ In-person (if local)
- ☐ Either

Preferred Meeting Times (check all that apply):

☐ Morning ☐ Afternoon ☐ Evening

Agreement

I understand the expectations of the Adult Education Director Mentorship Program and commit to active participation, professional communication, and applying learned strategies to my program.

Signature: _____

Date: _____

Program Use Only

Date Received: _____

Mentee Assigned: _____

****A limited amount of monthly documentation will be required for mentor and mentee.***

