

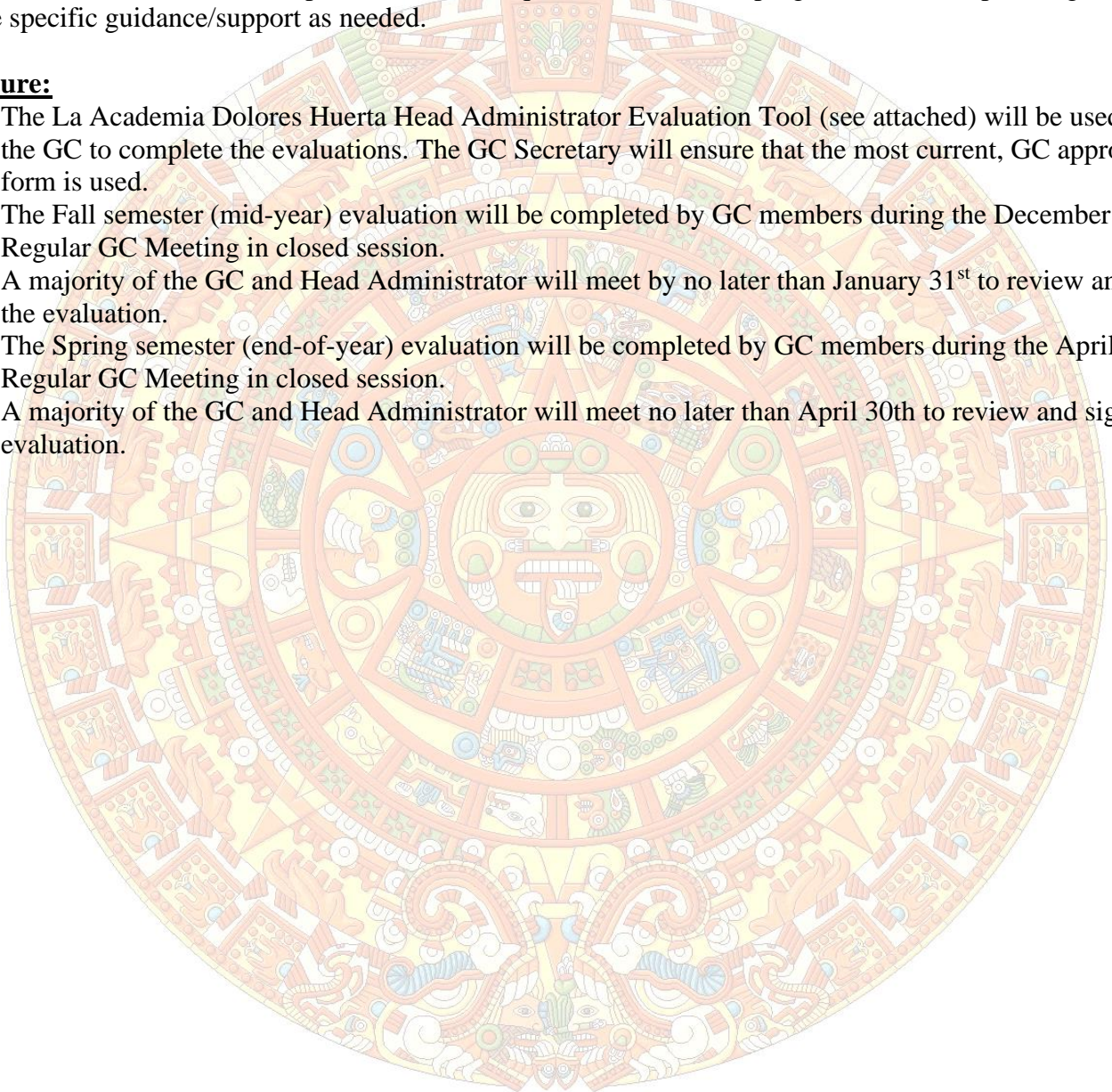
**La Academia Dolores Huerta Charter Middle School**

**Purpose:**

The LADH Governing Council (GC) will conduct a thorough biannual evaluation of the Head Administrator's performance, with the first evaluation occurring at the end of the fall semester and the second at the end of the spring semester. The goal of these evaluations is to ensure that the Head Administrator is compliant with all New Mexico Public Education Department (PED) requirements, monitor progress of school specific goals, and provide specific guidance/support as needed.

**Procedure:**

- (1.) The La Academia Dolores Huerta Head Administrator Evaluation Tool (see attached) will be used by the GC to complete the evaluations. The GC Secretary will ensure that the most current, GC approved form is used.
- (2.) The Fall semester (mid-year) evaluation will be completed by GC members during the December Regular GC Meeting in closed session.
- (3.) A majority of the GC and Head Administrator will meet by no later than January 31<sup>st</sup> to review and sign the evaluation.
- (4.) The Spring semester (end-of-year) evaluation will be completed by GC members during the April Regular GC Meeting in closed session.
- (5.) A majority of the GC and Head Administrator will meet no later than April 30<sup>th</sup> to review and sign the evaluation.





La Academia Dolores Huerta Charter Middle School

La Academia Dolores Huerta  
Head Administrator Evaluation Tool

SCHOOL YEAR:

EVALUATORS:

EMPLOYEE NAME:

**Competency 1: Leadership Skills**

Indicators	Area for development	Proficient	Exemplary	N/A
Fosters a culture of collaboration between administration, teachers, staff, parents, and students.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identifies issues and seeks creative, effective solutions in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seeks and accepts constructive criticism from teachers, staff, and Governing Council.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analyzes and monitors performance measures, (i.e., Student Achievement data, compliance indicators, survey data, etc.) to communicate, inform, and assist others in meeting achievement goals.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leads by being in the classroom and providing regular, effective feedback to teachers and staff regarding performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leads with enthusiasm and for the shared vision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Data to support Specific Ratings:

**Competency 2: Communication Skills (Includes verbal, written, and electronic)**

Indicators	Area for development	Proficient	Exemplary	N/A
Maintains ongoing day-to-day effective and productive communication with all stakeholders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicates with courage regarding difficult topics.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facilitates communication and use of problem-solving processes to promote teamwork, consensus and inquiry.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facilitates effective meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gives appropriate direction in a crisis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**POLICY AND PROCEDURE: HEAD ADMINISTRATOR EVALUATION**

**La Academia Dolores Huerta Charter Middle School**

Understands communication is a strategic issue.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Data to support Specific Ratings:**

**Competency 3: Management of Resources**

Indicators	Area for development	Proficient	Exemplary	N/A
Implements effective strategies to accomplish tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manages internal and external resources effectively. Requisitions and allocates supplies, equipment and instructional material as needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seeks additional resources to meet a need or a goal.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oversees and effectively manages the school budget.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Data to support Specific Ratings:**

**Competency 4: Organizational Commitment**

Indicators	Area for development	Proficient	Exemplary	N/A
Understands and supports the vision and goals of LADH.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicate and uphold school policies. Makes positive and appropriate efforts to modify policies and procedures that are inefficient.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Builds with intention, a professional culture of mutual respect, trust and sensitivity for all, including those from diverse cultures and backgrounds.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Develops positive school/community relations. Serves as liaison between the school and parents, business partners, and community, interpreting activities and policies and encouraging participation in school life.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates visibility in school and creates unity of purpose in supporting quality instruction for improving student learning by regularly visiting classrooms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**POLICY AND PROCEDURE: HEAD ADMINISTRATOR EVALUATION**

**La Academia Dolores Huerta Charter Middle School**

Establishes the support of teaching and learning as a shared responsibility between the Governing Council and school staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demonstrates personal integrity and maintains professional and ethical standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Data to support Specific Ratings:**

**Competency 5: Professional Development**

Indicators	Area for development	Proficient	Exemplary	N/A
Dedicates time and effort to continuously improve leadership skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identifies areas of strength and works to enhance them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identifies areas of weakness and works to improve them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Data to support Specific Ratings:**

**What areas would you like for the GC to focus on during your next evaluation cycle? Are there any areas you feel you would like to focus on and strengthen?**

**Employee Reaction/Comments: (optional)**

**Employee's Developmental Action Plan for 20\_\_-20\_\_**

**Employee Signature/Date:** \_\_\_\_\_

**Evaluators' Name/Signature/Date:** \_\_\_\_\_

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