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## C-002: Principal's Evaluation

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Approved by: Governing Council

Effective Date: January 26, 2004

Revision Date(s):

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### POLICY:

The East Mountain High School Governing Council will be responsible for evaluating the Principal.

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### PROCEDURES:

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The Governing Council will conduct an annual evaluation/performance review of the Principal at the end of the school year. This evaluation/performance review will be based on the Principal's performance on the following:

- the "Principal's Job Description" (See **Policy C-001 FORM Job Description**)
- the *Survey for School Employees*, and
- the **Principal's Professional Development Plan** as communicated in *Progress Reports*,

#### 1. Annual Evaluation

##### a. PROGRESS REPORTS

The Principal will meet and confer with the Governing Council about progress made toward the goals set forth in the **Principal's Professional Development Plan** to be scheduled at least once each a quarter, i.e., September, December, March and May. The Principal will present a written summary *Progress Report* to the Council in advance of each of these meetings with, when appropriate, evidence and measurements of the progress made toward each of the agreed upon Principal-expectations.

##### b. APRIL

The Principal will prepare, distribute, and manage the summary of a *Survey for School Employees* evaluating the Principal's job description performance (See **Policy C-001 FORM Job Description**). Pursuant to 22-10A-19 NMSA 1978, this evaluation by other school employees will be one component of the Principal's evaluation. The Principal will present these findings to the Governing Council.

##### c. MAY

Coinciding with the Principal's May *Progress Report*, the Governing Council Chair will distribute the **Policy C-002 FORM Preliminary Principal Evaluation** to the Council members to be completed and returned to the Chair.

##### d. MAY-JUNE

The Governing Council will convene in **closed session** to

- Review and discuss the summary of the *Survey for School Employees*,
- Reach a consensus on the Principal's performance review, and
- Review the decision on continued employment and salary adjustment, if applicable.

The Governing Council will then meet with the Principal for a detailed discussion.

In **open session**, the Governing Council will announce completion of the Principal's evaluation/performance review, its decision whether or not to reemploy the Principal for the ensuing school year, and will sign the Principal's contract.

Also in open session, the Governing Council and Principal will discuss those areas on which the school will focus for the next school year, which will appear in the **Principal's Professional Development Plan** as expectations.

##### e. JULY-AUGUST

The Governing Council and Principal will approve a mutually agreed upon final version of the **Principal's Professional Development Plan** at its regular July or August meeting.

#### 2. Continued Employment

##### JANUARY

Based on the substance of the annual performance review, *Progress Reports*, and general performance of the Principal's Job Description, the Governing Council will meet in closed session

## C-002: FORM Principal's Preliminary Evaluation

GOVERNING COUNCIL'S PRELIMINARY PRINCIPAL EVALUATION FORM				
CATEGORY	COMMENDABLE	SATISFACTORY	NEEDS IMPROVEMENT	UNKNOWN
<b>I. Administrative Responsibilities</b> <ul style="list-style-type: none"> <li>Assumes administrative responsibility for all aspects of the school's operation, including the overall instructional program.</li> <li>Carries out the policies and rules of the Public Education Department (PED), and the policies of the East Mountain High School Governing Council.</li> </ul>				
<b>II. Ethical Leadership</b> <ul style="list-style-type: none"> <li>Models respect for the rights of others.</li> <li>Engages in honest interactions with all groups and individuals</li> <li>Combines objectivity, sensitivity, fairness and ethical considerations in decisions as well as interactions with others.</li> <li>Makes and explains decisions based upon ethical principles and New Mexico law.</li> <li>Establishes and maintains a civil, optimistic, and nurturing environment for the entire school community.</li> </ul>				
<b>III. Educational Leadership</b> <ul style="list-style-type: none"> <li>Determines the school calendar, length of the school day, and staffing patterns.</li> <li>Maintains a student-centered focus in all aspects of educational decision-making.</li> <li>Implements a learning environment as defined in the <i>East Mountain High School Charter</i>.</li> <li>Ensures the integration of technology to extend and support the learning program, as well as an assessment tool across the curriculum.</li> <li>Embraces and promotes individual learning styles and the use of multiple intelligences to drive instruction.</li> <li>Oversees ongoing data-driven assessment of teaching and learning.</li> </ul>				

<p><b>VI. Community Relations</b></p> <hr/> <ul style="list-style-type: none"> <li>• Represents the school before the public, and maintains a program of publicity and public relations to keep the community informed of the activities, needs and successes of the school.</li> <li>• Insures annual school-wide implementation of the student graduation requirement of community service.</li> <li>• Promotes the school's role as a learning center for the entire community, promoting programs and opportunities for the community to learn.</li> <li>• Participates in the larger school community.</li> <li>• Works to mainstream practices proven successful at East Mountain High School into the larger public school arena.</li> <li>• Appropriately involves members of the school community in the classroom, on school committees and in development of the educational program.</li> <li>• Meets regularly with and chairs the school Advisory Council, which provides input on school-based decision-making.</li> </ul>				
<p><b>VII. Parent Involvement</b></p> <hr/> <ul style="list-style-type: none"> <li>• Encourages involvement of parents in school activities, with targeted volunteer contributions of time and/or talent or financial/materials contributions in lieu of volunteer hours.</li> <li>• Ensures that faculty members collaborate with parents on plans for the student's high school and post-high school pursuits.</li> <li>• Meets regularly with the Student/Parent/Staff Organization.</li> </ul>				

<p><b>IX. Relationship with Students</b></p> <hr/> <ul style="list-style-type: none"> <li>• Meets each student's educational needs through a program that, in part, uses a plan for the student's high school and post-high school pursuits.</li> <li>• Requires a minimum grade percentage for students to receive course credit.</li> <li>• Requires ongoing authentic assessment of student skills.</li> <li>• Develops and implements an annual student recruitment program.</li> <li>• Implements an orientation process before the beginning of the school year for incoming students, as described in the charter.</li> <li>• Encourages active participation by students in establishing and maintaining school rules, in school governance, in stewardship for school facilities and grounds, and in development of a plan for the student's high school and post-high school pursuits.</li> <li>• Consistently applies disciplinary policies and standards of conduct, and appropriately documents disciplinary actions or decisions.</li> </ul>				
<p><b>X. Training</b></p> <hr/> <ul style="list-style-type: none"> <li>• Attends a training program approved by PED at least every two years to improve his/her evaluation, administrative and instructional leadership skills. 22-10A-19E NMSA.</li> </ul>				
<p><b>XI. Charter Renewal</b></p> <hr/> <ul style="list-style-type: none"> <li>• Articulates and implements the vision, mission, goals, and objectives of the school.</li> </ul>				
<p><b>OVERALL</b></p>				

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**C-002: FORM Principal's Summary Evaluation**

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GOVERNING COUNCIL'S SUMMARY PRINCIPAL EVALUATION FORM				
CATEGORY	COMMENDABLE	SATISFACTORY	NEEDS IMPROVEMENT	UNKNOWN
I. Administrative Responsibilities				
II. Ethical Leadership				
III. Educational Leadership				
IV. Business, Finance, Facilities & Management				
V. Relationship with the Governing Council				
VI. Community Relations				
VII. Parental Involvement				
VIII. Relationship with the Staff				
IX. Relationship to Students				
X.. Training				
XI. Charter Renewal				