

NMIRA Marge Vallejos Administrators in Reading Award

Suggested Guidelines for Submission

1. Candidates should be nominated either by a New Mexico council or New Mexico IRA member.
2. The candidate must have an administrative license and hold an administrative position, either at the district level or at a site level, i.e., Superintendent, Title I Director, principal, etc.
3. Candidates can be suggested due to their direct involvement and influence within their district or school in the following areas:
 - a) Leaderships in organization and/or implementation of literacy programs within the school environment
 - b) Descriptions of any informal education activities of a social cultural, economic or political nature in which literacy and related activities that the candidate has implemented, directed or influenced.
 - c) Documentation of improved student performance on assessments and/or student/school/community participation in literacy activities (data).
4. The following information should be submitted to the screening committee for each nomination:
 - a) Name, address, phone number, email, type of administrative license, district or employment and name of school (if applicable) of the nominee
 - b) Name of NMIRA council or member making the nomination with contact information
 - c) Description of the contributions to literacy on which the nomination is based (not more than three pages)
 - d) Results of the nominee's contributions to their district, school and/or community

Due January 15, 2010

Submit to:

**Penny Utley
PO Box 597
New Laguna, NM 87038
505-552-6869
pjuseb@yahoo.com**