

Crosslake Community School Executive Director Evaluation

Google Form Setup Guide

Form Introduction

Title: Crosslake Community School - Executive Director Performance Evaluation

Description: This form allows staff to provide feedback on the Executive Director's performance. Please note that the current Executive Director has been in this role since January 1st, 2025 (approximately 4.5 months as of May 19th, 2025).

This survey will be sent out by the HR/Business Manager, and all results will be collected by the HR/Business Manager and then shared with the Board Chair. Your input is valuable and will be used to support continuous improvement. All responses will be compiled anonymously. Please provide specific examples where possible to support your ratings.

You may submit only one response to this survey. All questions require a response, but a "No Response/Unable to Evaluate" option is provided for each evaluation area.

Section 1: Respondent Information

Section Description: Please provide the following information about yourself. This helps contextualize your feedback.

1. **What is your primary role at Crosslake Community School?** (Multiple choice)
 - Seat-Based Staff
 - Online Staff
 - District-Wide Staff
 - Other: _____
2. **How long have you worked with the current Executive Director?** (Multiple choice)
 - Since January 2025 (entire tenure)
 - Since February 2025
 - Since March 2025
 - Since April 2025
 - Since May 2025
3. **How frequently do you interact with the Executive Director?** (Multiple choice)
 - Daily
 - Several times per week

- Weekly
- Monthly
- Rarely

Section 2: Core Performance Expectations

Section Description: Please rate the Executive Director's performance in each of the following areas.

1. Mission & Vision Leadership

Description: Demonstrates thorough knowledge of Crosslake Community School's mission, vision, and core values. Effectively communicates and implements the strategic roadmap to achieve the school's vision of building "meaningful connections with each other, the community, and the environment through exceptional and relevant learning experiences."

Rating (Multiple choice - required)

- 1 - Unsatisfactory
- 2 - Satisfactory
- 3 - Above Average
- 4 - Exceeds Standard
- No Response/Unable to Evaluate

Comments/Examples (Paragraph - required) *Please provide specific examples or comments to support your rating. If you selected "No Response/Unable to Evaluate", please enter "N/A".*

2. Financial Management & Accountability

Description: Develops, administers, and maintains the school's budget, authorizations, policies, and procedures. Ensures fiscal responsibility and alignment with strategic priorities.

Rating (Multiple choice - required)

- 1 - Unsatisfactory
- 2 - Satisfactory
- 3 - Above Average
- 4 - Exceeds Standard
- No Response/Unable to Evaluate

Comments/Examples (Paragraph - required) *Please provide specific examples or comments to support your rating. If you selected "No Response/Unable to Evaluate", please enter "N/A".*

3. Staff Leadership & Development

Description: Clearly sets and communicates work goals and expectations. Ensures staff is properly trained and supported with professional development opportunities. Delegates specific duties and responsibilities appropriately. Guides staff in accomplishing work objectives while developing and maintaining appropriate professional working relationships.

Rating (Multiple choice - required)

- 1 - Unsatisfactory
- 2 - Satisfactory
- 3 - Above Average
- 4 - Exceeds Standard
- No Response/Unable to Evaluate

Comments/Examples (Paragraph - required) *Please provide specific examples or comments to support your rating. If you selected "No Response/Unable to Evaluate", please enter "N/A".*

4. Program Management & Innovation

Description: Oversees both the seat-based and online learning programs effectively. Ensures high-quality, relevant, and individualized instruction in each classroom, consistent with the school's strategic directions.

Rating (Multiple choice - required)

- 1 - Unsatisfactory
- 2 - Satisfactory
- 3 - Above Average
- 4 - Exceeds Standard
- No Response/Unable to Evaluate

Comments/Examples (Paragraph - required) *Please provide specific examples or comments to support your rating. If you selected "No Response/Unable to Evaluate", please enter "N/A".*

5. Community Relations & Partnerships

Description: Builds and maintains strong relationships with students, families, and the greater community. Promotes the school's mission of creating "environmentally literate, community-impacting learners of excellence."

Rating (Multiple choice - required)

- 1 - Unsatisfactory
- 2 - Satisfactory
- 3 - Above Average
- 4 - Exceeds Standard
- No Response/Unable to Evaluate

Comments/Examples (Paragraph - required) *Please provide specific examples or comments to support your rating. If you selected "No Response/Unable to Evaluate", please enter "N/A".*

6. Environmental Education Integration

Description: Champions the school's commitment to environmental education, nature-based learning, and outdoor opportunities for students, aligning with the core purpose of growing "environmentally literate, community-impacting learners of excellence."

Rating (Multiple choice - required)

- 1 - Unsatisfactory
- 2 - Satisfactory
- 3 - Above Average
- 4 - Exceeds Standard
- No Response/Unable to Evaluate

Comments/Examples (Paragraph - required) *Please provide specific examples or comments to support your rating. If you selected "No Response/Unable to Evaluate", please enter "N/A".*

7. Technology & Operations Management

Description: Leads improvements in technology infrastructure to support effective teaching and learning. Oversees school operations, facilities, and systems improvements as outlined in the strategic roadmap.

Rating (Multiple choice - required)

- 1 - Unsatisfactory
- 2 - Satisfactory
- 3 - Above Average
- 4 - Exceeds Standard
- No Response/Unable to Evaluate

Comments/Examples (Paragraph - required) *Please provide specific examples or comments to support your rating. If you selected "No Response/Unable to Evaluate", please enter "N/A".*

8. School Culture & Climate

Description: Fosters a positive, inclusive learning environment where students feel "appreciated, understood, cared for, and included." Promotes the core values of Respect, Excellence, Learning, Integrity, and Community.

Rating (Multiple choice - required)

- 1 - Unsatisfactory
- 2 - Satisfactory
- 3 - Above Average
- 4 - Exceeds Standard
- No Response/Unable to Evaluate

Comments/Examples (Paragraph - required) *Please provide specific examples or comments to support your rating. If you selected "No Response/Unable to Evaluate", please enter "N/A".*

Section 3: Strategic Priorities Assessment

Section Description: Please assess the Executive Director's performance in implementing the school's Strategic Directions.

A. Instructional Leadership

Description: Effectiveness in providing relevant and individualized instruction in each classroom.

Rating (Multiple choice - required)

- 1 - Unsatisfactory
- 2 - Satisfactory
- 3 - Above Average
- 4 - Exceeds Standard
- No Response/Unable to Evaluate

B. Staff Development

Description: Success in enhancing staff professional growth and support systems to ensure a high-quality learning environment.

Rating (Multiple choice - required)

- 1 - Unsatisfactory
- 2 - Satisfactory
- 3 - Above Average
- 4 - Exceeds Standard
- No Response/Unable to Evaluate

C. Inclusive Community

Description: Effectiveness in promoting positive student interactions and a welcoming, inclusive learning community.

Rating (Multiple choice - required)

- 1 - Unsatisfactory
- 2 - Satisfactory
- 3 - Above Average
- 4 - Exceeds Standard
- No Response/Unable to Evaluate

D. Technology Enhancement

Description: Progress in improving technology to support effective teaching and learning.

Rating (Multiple choice - required)

- 1 - Unsatisfactory
- 2 - Satisfactory
- 3 - Above Average
- 4 - Exceeds Standard
- No Response/Unable to Evaluate

E. Operational Excellence

Description: Effectiveness in improving and updating school operations, facilities, and systems.

Rating (Multiple choice - required)

- 1 - Unsatisfactory
- 2 - Satisfactory

- 3 - Above Average
- 4 - Exceeds Standard
- No Response/Unable to Evaluate

Section 4: Overall Assessment

Overall Rating

Description: Based on all factors, how would you rate the Executive Director's overall performance?

Rating (Multiple choice - required)

- 1 - Unsatisfactory
- 2 - Satisfactory
- 3 - Above Average
- 4 - Exceeds Standard
- No Response/Unable to Evaluate

Overall Comments

Description: Please provide overall comments regarding the Executive Director's performance, including specific strengths and areas for growth.

Comments (Paragraph - Long answer - required) *If you selected "No Response/Unable to Evaluate" above, please enter "N/A".*

Section 5: Recommendations & Additional Feedback

Recommended Professional Goals

Description: What professional goals would you recommend for the Executive Director in the upcoming year?

Recommendations (Paragraph - required) *Please provide at least one recommendation or enter "N/A" if unable to provide recommendations.*

Additional Feedback

Description: Is there anything else you would like to share about the Executive Director's performance that wasn't covered in the previous sections?

Additional Comments (Paragraph - Long answer - required) *Please provide any additional feedback or enter "N/A" if you have no further comments.*

Form Settings Recommendations

1. **Collect email addresses:** On (to ensure proper authentication, but note that identity will not be shared with the Executive Director)
2. **Response receipts:** Off
3. **Limit to 1 response:** On (requires Google sign-in to enforce)
4. **Section navigation:** On (allows respondents to move between sections)
5. **Required questions:** All questions required (with "No Response/Unable to Evaluate" option provided)
6. **Confirmation message:** "Thank you for completing the Executive Director evaluation. Your feedback is valuable and will help support continuous improvement at Crosslake Community School. Results will be collected by the HR/Business Manager and shared with the Board Chair."