

To: Maine Public Charter School Leaders

Re: Maine Charter School Commission Executive Director Performance Evaluation Survey

The purpose of this survey is to gather responses from stakeholders with whom the Maine Charter School Commission (MCSC) Executive Director interacts with on a regular basis in order to carry out the work on behalf of the Commission.

You are receiving this survey and being asked for your input in order for the Commission to ascertain the overall effectiveness of the present person in the executive director position. This information will be used as part of our formal review process that starting in the spring of 2015 will establish performance objectives, regularly review progress on the objectives, solicit input from stakeholders, discuss the evaluation and its implications and help us to answer the question, " To what extent is the Executive Director(ED) leading MSCS to accomplish what it should be accomplishing?"

Please use the following rating scale in the sections below:

Regularly exceeds expectations, exceptional, rare=**exemplary**

Almost always meets expectations and sometimes exceeds them=**good**

Sometimes meets expectations but needs improvement to full satisfy them=**fair**

Does not meet expectations, needs significant improvement=**unsatisfactory**

Questions?	Responses	Overall Rating
<p><u>Communication and Relationships</u></p> <p>Does the ED provide clear, timely communication to you as needed?</p> <p>Does the ED seem knowledgeable about charter school issues?</p> <p>Does the ED help provide useful resources?</p>		<p>Exemplary</p> <p>Good</p> <p>Fair</p> <p>Unsatisfactory</p>

<p>Does the ED accurately represent the MCSC position to you?</p> <p>Are communications with the ED positive, do they clarify issues and are they helpful?</p> <p>Does the ED build and cultivate positive relationships between the MCSC and authorized schools?</p>		
<p><u>Policies and Procedures</u></p> <p>Does the ED keep you informed of policy issues as appropriate?</p>		
<p><u>Finances</u></p> <p>Does the ED regularly review the financial status of your school and communicate the results to you?</p> <p>Does the ED serve as a resource to you regarding questions involving school funding?</p>		

<p><u>Personnel Management</u></p> <p>If the ED has said that staff will get information to you has follow through been in a timely fashion?</p>		
<p><u>Knowledge of the Field</u></p> <p>Does the ED have command of the authorizing charter school legislation?</p> <p>Does the ED stay abreast of national charter school issues/trends?</p>		
<p><u>Professional attributes</u></p> <p>Is the ED available and punctual?</p> <p>Is the ED a problem solver?</p> <p>Does the ED help to facilitate MSCS (Commission) discussions?</p> <p>Is the ED respectful of the opinions of others?</p>		

Summary of overall performance during the review period and suggestions for what's next

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Optional: Name of Public Charter School and those filling out the survey

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