



## **304 SUPERINTENDENT CONTRACT, DUTIES, AND EVALUATION**

### **I. PURPOSE**

The purpose of this policy is to provide for the use of an employment contract with the Superintendent, a position description and the use of an approved instrument to evaluate performance.

### **II. GENERAL STATEMENT OF POLICY**

- A. The Superintendent's contract shall be used to formalize the employment relationship and to specifically identify and clarify all conditions of employment with the Superintendent.
- B. The specific duties for which the Superintendent is accountable shall be set forth in a position description for the Superintendent and shall be measured by a performance appraisal instrument approved by the School Board in consultation with the Superintendent. The School Board shall use this instrument to annually evaluate the performance of the Superintendent.
- C. The School Board may use the model contract approved by the boards of the Minnesota School Boards Association and the Minnesota Association of School Administrators as a model instrument.

**Legal References:** Minn. Stat. § 123B.143 (Superintendent)

**Cross References:** MSBA Service Manual, Chapter 3, Superintendent of Schools (See Model Contract, Sample Performance Appraisals, and Model Job Description)

**POLICY ADOPTED:** December 14, 2006

**POLICY REVIEWED:** November, 2010

**POLICY REVISED:** November 18, 2010, April 23, 2015